

Position: Associate Preschool Minister

Church: Mobberly Baptist Church- Longview, TX

Church Size: 2500+

Job Description:

The Associate Preschool Minister works together with the Children's Minister to lead the ministries, programs, and activities related to children birth – kindergarten ages. The Associate Preschool Minister is responsible for supervising, leading, and ministering to volunteers, families, and preschoolers on Sunday mornings, Wednesday nights and throughout the week.

Essential Duties and Responsibilities:

- Encourage, pray and counsel with families as needs arise
- Develop an effective communication strategy with parents/guardians within our ministry and community
- Follow-up and assist in outreach to visitors in Children's Ministry area with appropriate communication
- Assist in planning Baby Blessing event quarterly (meet with parents individually to discuss meaning of Baby Blessing, secure photographer, invitations for families participating in Baby Blessing event, purchase gifts for families of baby devotional and baby Bible with name engraved)
- Work together with Children's Ministry and entire Mobberly Staff to accomplish our overall vision and implementation of our mission
- Plan and implement yearly special ministry activities such as VBS, Fall Fest, etc.
- Plan, prepare and implement curriculum for Sunday morning, Wednesday evening ministry programs and other special events
- Develop and execute plans for recruiting volunteers for classes, coordinator positions, guest check in and conducting training for volunteers
- Oversee ministry to special needs children (Leaps and Bounds) and expectant moms (Blessed Expectations)
- Perform all assigned duties as directed or assigned

Qualifications and Education/Experience Requirements:

- Leading a Preschool Ministry (125 children or larger)
- Served at a larger church (800-1000+ average attendance) for at least 3-5 years
- Coordinating and leading/supervising multiple teams/lay leadership (75 volunteers or larger)
- Team building and leadership development
- Strong communication skills
- Solid history of volunteer recruitment
- Understanding of team management

- Developing and implementing strong, age-appropriate curriculum
- Understanding of childhood development
- Biblical understanding of spiritual growth and discipleship
- Implementation and creativity in parent and family ministry
- Embrace the mission, strategy and vision of Mobberly Baptist Church
- Maintain a growing relationship with Jesus Christ (evidenced by action, attitude, and behaviors), reliable, trustworthy, and a self-starter Education: Bachelor's and/or seminary degree preferred
- A call to serve in Preschool Ministry and ability to communicate that call
- Computer and technology experience: PC and/or Mac, Microsoft Office, social media, and communication apps
- Track record involving/engaging parents through technology
- Fluency in CCB (Church Community Builder) systems and applications preferred

Environmental & Physical Demands

- Able to stand 2-3 hours per day
- Ability and flexibility to work long hours
- Frequent: standing, bending, twisting, stooping, squatting, kneeling, climbing ladders, climbing stairs, walking on uneven ground, lifting 5-25 pounds
- Lift and move supplies (including heavy objects at times)
- Climb stairs and ladders
- Lift and carry children
- Play games with children (inside and outside)
- Maneuver heavy carts around campus

Travel

- Possible travel to other campus locations and to conferences

License or Ordination Requirements

- None

Membership

- Yes

Please submit resume to Gail Moore, Operations and Human Resources Coordinator: GailM@mobblerly.org.