

Ministry Position Name: Ministry Assistant - Preschool

In addition to meeting the qualifications and requirements detailed in this Position Description and as a condition of employment at Idlewild Baptist Church, for any and all positions of employment, each employee agrees to abide by the Constitution and Bylaws of Idlewild Baptist Church. Each employee is required and expected to be a member, in good standing, of Idlewild Baptist Church. The employee also agrees to abide by and follow all guidelines of the most current, approved revision of the Employee Handbook. The standards of conduct contained in both documents are expected to be strictly followed, especially the code of Biblical Christian conduct.

The purpose of this specific position, within the defined documented scope of responsibilities contained in this Position Description, is to assist Idlewild Baptist Church toward its purpose of fulfilling its mission. This position, as does every position of employment at Idlewild Baptist Church, exists to support and carry out the mission of Idlewild Baptist Church.

Employees are expected to act in a manner consistent with the mission and values of the church. Employees are expected to use good judgment and common sense by avoiding acts that could violate biblical principles or cause harm to the church, its members and/or other employees. Off-duty conduct which may adversely affect the reputation or interests of the church will not be tolerated.

Ministry Position Title: Ministry Assistant - Preschool
Reports to: Director - Preschool
Department: Preschool
Position Status: Non-exempt, FT
Salary Level: 2, 3, 4

Ministry Purpose of this Position:

Performs administrative duties for the Preschool Ministry.

Summary of the Ministry Position:

Provides support for Sunday morning programming (Bible Friendship), Volunteer Orientation, Awana, VBS, Bible Fellowship Friends (BFF), Super Students, New Family Retention Plan, and special events.

Key Ministry Areas of Responsibility: *Responsibilities for this position can be added to, decreased, and/or modified within existing primary and secondary responsibilities.

- Review Sunday rolls for accuracy in F1 attendance reporting.
- Run F1 report of totals and email to Director, Children's Pastor and Records Coordinator.
- Input new & visiting family information into F1, prepare and mail welcome letters to said families.
- Scan and send copies of visitor slips to Preschool staff.
- Add individuals and make updates to existing households in F1.

- Mail out any Preschool correspondence including processing bulk mailers for VBS, Preschool Volunteer Orientation and special events.

- **Coordinate BFF (Bible Fellowship Friends) Program** by selecting eligible classes, creating a rotation schedule and sending out weekly reminders with program information. Inform staff of week's BFF participants' names.
- **Coordinate Super Students Program** by selecting eligible classes, creating a rotation schedule and sending out weekly reminders with program information.
- Assist in creating and **sending Constant Contact Preschool communications.**
- Serve as Constant Contact Administrator. Create contact lists as needed and purge contact lists on a quarterly basis.
- Scan and send weekly **Boo Boo Reports** to Administration and Safety Team.
- Manage placement of children on Awana classroom rolls and maintain the accuracy of rolls.
- Run Sunday (Bible Friendship & Awana) classroom rolls and distribute.
- Provide teacher and volunteer training meeting support including prepping supplies and assisting with presentation materials.
- Create & send follow up letters to Preschool Volunteer Orientation participants as well as email **links for background checks, Ministry Safe Videos** and other training links if applicable. **Ensure these items are completed by F1 and follow-up with each of the 5 coordinators.**
- Follow up with volunteers with expired or needed **background checks.**
- Maintain and update information in Fellowship One database, such as assignments, names, addresses, & household additions. Generate F1 reports.
- Assist with special programs and events throughout the year including Angel Breakfast, Christmas Eve services, Easter services and Promotion.
- Help coordinate Preschool connection events such as Preschool Playground or Fun Days.
- Support **Preschool VBS** to include: maintaining Kid Event Pro, overseeing registrations, facilitating placement of volunteers & participants, handling correspondence, preparing reports, and other administrative duties as needed.
- Provide connection support to Preschool children, families and volunteers by sending postcards, cards and emails.
- Support Preschool volunteer recruitment efforts. Search classroom rolls and F1 database for prospects. Continually invite non-serving caregivers and other volunteer prospects to serve.
- Design, print, copy & cut Preschool postcards, note cards, gift tags, signs, and invites.
- Provide Preschool **Welcome Desk support on Sunday mornings.**
- Complete Church Charge Card Usage Reports for Director - Preschool.
- Provide Ministry Grid support and maintenance.
- Participate in All Staff, Kidz Ministry, Ministry Assistant, and Preschool staff meetings.
- Complete special projects and other tasks as assigned by Director - Preschool

Additional Ministry Areas of Responsibility:

- **Execute New Family Retention Plan by connecting with new Preschool & Elementary families.**
 - **DAY OF 1st visit (personalized txt)**
 - **If they DO return, then a first week follow-up, second week, third, fourth, then 3 month and then 6th month (*includes handwritten / personalized notes / Facebook stalking to send DMs to)**
 - **If they do NOT return immediately then a separate follow-up system of 4 separate weeks, then 3 month and then 6th month follow-up**

- Intentional 2nd visit fanfare follow-up
 - Measure the difference in return attendance / involvement / discipleship
 - Are the kids plugged into 1 or 2 Sunday services? AWANA? WQ? Rec?
 - Are the parents plugged in to a small group?
 - Are the older siblings plugged in to student ministry?
 - Maintain the ever-changing and extensive weekly / monthly / yearly grid of each visitor to determine which phase they are in in the process. Respond each week to each individual based on their distinct phase.
 - Eventually, expand follow-up process to include every IBC preschool & elementary student who misses 3 weeks in a row.
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- Connect with and provide support to other IBC Ministries to engage specific needs.
 - IE: Name Shark
 - IE: Help produce (video editing) & distribute KidMin training videos (Preschool & Elem)
 - IE: Ministry Safe training to cross-ministry admins
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- Attend the weekly KidMin staff meeting (Tuesdays 2:00-3:15pm)

Work Hours/Schedule: This is a 40 hour a week position that is required from 8:30-4:30 Monday through Thursday, 8:30-12:30 on Friday and remainder of hours on Sunday morning & afternoon. Required to work Monday – Friday during week of VBS. Some flexibility is required for special events that may occur in the evening or on Saturday.

Education required and preferred: High school diploma required; some college preferred.

Experience required and preferred: 3 to 5 years clerical ministry experience or equivalent is preferred.

Skills required and preferred:

Must be extremely well organized; able to multi-task, working on several projects at any given time; Highly skilled at Word, Excel, Power Point, Google products. Ability to learn Constant Contact/F1 is required;

Characteristics required and preferred:

Godly character evident in all interpersonal relationships. Must be a model to their staff and volunteers in speech and conduct. Worship Service and ABF Group participation is required. Model of biblical stewardship with personal finances and time.

Physical required and preferred: Ability to stand and walk for long periods of time. Light to heavy lifting required. Ability to climb stairs and regularly lift up to 40 pounds.