

## **Job Description**

**Position Title:**        **Early Childhood Children's Minister**

**Reports To:**        **Lead Children's Minister**

### **Summary:**

The Early Childhood Children's Minister provides leadership and oversight for ministry to pre-school children (birth – pre-K) while also supporting the lead Children's Minister with a pastoral and leadership presence for OCKids staff, volunteers, and families all in alignment with the mission of OCKids: *We partner with families to teach the story of God as we build a foundation for growing to be like Jesus.*

### **Preferred Qualifications:**

- Academic background in ministry, theology, or a related field
- Children's ministry/Early Childhood work experience

### **Responsibilities:**

#### **OCKids - Early Childhood**

- Responsible for Older Preschool and Young Preschool classrooms, curriculum & supplies
- Responsible for Older Preschool and Young Preschool volunteers
- Responsible for preschool parent/child events
- Responsible for preschool budget
- Develop pastoral connections with nursery & preschool families
- Support/supervise the Nursery Coordinator

#### **OCKids - General**

- Support the Lead Children's Minister with vision, hiring, leading the OCKids Ministry Team, leading OCKids staff, parent training, volunteer training & appreciation, teaching opportunities, pastoral care, and other global children's ministry needs as they arise
- Point person for:
  - OCKids holiday celebrations (Christmas, Easter, Fall Festival)
  - Mini Camp
  - Baby Dedication
- Attend and assist with "all ages" OCKids events

### **Desired Characteristics:**

- Strong faith (love for Jesus and His word and His children)
- Passion for the local church
- Passion for and clear understanding of spiritual formation of children (pre-school)
- Nurturing/pastoral/team player
- Good communication skills (competent, effective, and encouraging)
- Strong leadership & supervisory skills
- Skilled in organization and administration

**All OC Employees:**

- Will follow OC policies and procedures
- Will speak of other staff members, elders, MCC members, church members, and Otter Creek Church in supportive, encouraging, and positive ways, while maintaining appropriate confidences
- Will reflect Jesus in their lives

I have read and received a copy of the job description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Minister Name

\_\_\_\_\_  
Executive Minister Signature

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Date