

OPPORTUNITY PROFILE
Director of Preschool Ministries



POSITION DESCRIPTION

The Director of Preschool Ministries will oversee the ministry from children 2 years old to Kindergarten, as well as partner with parents as we build a strong foundation for kids and families to follow Jesus together. He or she should be a collaborative team player who has a passion for kids and their parents as well as for recruiting and empowering volunteers.

QUALIFICATIONS

- A commitment to the ministry of Jesus Christ through a lifestyle that is characterized by prayer, reading God's Word, love for others, integrity, and support for other team members
- Formal ministry training and/or significant ministry experience with a passion for children's ministry
- Ability to recruit, train, mentor, and encourage volunteers
- Ability to communicate and build relationships with volunteers, children, and parents
- Ability to handle confidential information in a professional manner
- Endorse and support the EFCA Statement of Faith
- Remain a member in good standing of Rockpoint Church
- Proficiency in Microsoft 365 and Planning Center preferred

MINISTRY RESPONSIBILITIES

Leadership—provide primary leadership to all areas related to our preschool (ages 2 to kindergarten). Ministries which include Sunday mornings, Awana, our weekday ministry Moms Uplifted and VBS. Give direction to the preschool ministry assistant (part-time, 15 hours/week) and coordinate ministry responsibilities with them. Oversee and steward wisely the budget line items pertaining to preschool ministry. Continue to be a learner by reading materials or participating in training opportunities that would further equip and energize you for this role.

Relationships—build relationships with the kids, their parents and ministry volunteers. Connect through conversations, prayer and interactions both during and outside of ministry hours. Be available and present in your ministry area. Be knowledgeable of helpful resources and assure both parents and volunteers that they are known, valued and seen.

MINISTRY RESPONSIBILITIES CONTINUED

Communication—communicate regularly with parents and volunteers through texts, emails, calls or social media posts. Answer questions and clarify procedures as needed. Care enough to confront by having the more difficult conversations when accountability or correction is needed.

Volunteer development—have a primary role in onboarding and training volunteers. Show volunteers how to prepare a lesson and use the curriculum. Provide feedback regarding their role in the classroom. Encourage them and remind them often of our mission and vision. Express appreciation often through words, notes of thanks and gifts in coordination with department-wide appreciation events.

Curriculum—In coordination with the Pastor to Children and Families, evaluate and select curriculum and its implementation in your ministry area. Purchase curriculum and the necessary supplies needed for the various preschool ministries. Make sure volunteers have access to lessons in a timely manner.

Environment—ensure that rooms and ministry areas are welcoming and ready to go when ministry begins. Communicate with the facilities team regarding room setup, cleaning and repairs. Support our volunteers with advance preparation of the lesson supplies so their room is ready upon arrival. Create a worshipful environment where kids can experience prayer, praise, teaching and serving.

Safety—be familiar with and enforce the policies outlined in our Rockpoint Kids Team handbook. Use best practices when it comes to staffing, ratios, and awareness of what is happening in the ministry rooms.

Teamwork—serve as a member of the Rockpoint Kids Team and contribute to the overall vision not only of the children's ministry but also of the church. Serve as needed for "all hands on deck" programs such as Christmas, Easter or other special events. Attend weekly Rockpoint Kids staff meetings.

QUALIFICATIONS

- **Average Hours/Week:** 30+ Hours
- **Status:** Part-Time, Hourly
- **Compensation:** based on experience and fair market value of the position
- **Location:** Lake Elmo, MN
- **Reports To:** Pastor to Children and Families

Please apply to the current opening by emailing Pastor Wendy (wdean@rockpoint.church) your cover letter and resume.



HISTORY

In 1968, ten families took a leap of faith and began praying over a shared dream of establishing a church in the northeast suburbs. By 1969, they had begun meeting for worship at an elementary school.

Lakewood Evangelical Free Church was officially chartered by the State of Minnesota and formally recognized as part of the Evangelical Free Church of America in 1972. A search for a permanent home led to the construction of a portion of our former facility, completed in the spring of 1973.

As Lakewood's people lived out their commitment to minister to the surrounding community, the congregation experienced significant growth during the 1980s. Space became inadequate for the quality ministries the church sought to provide. Phase 1 of a new facility addition was completed in 1986. However, when Phase 2 was considered, it became clear that the current site was too small.

To continue expanding its ministry and impact, the congregation voted in 1996 to purchase 108 acres of land and relocated to Lake Elmo. Through prayer and sacrificial giving, God miraculously provided the \$1 million needed to purchase the land. After years of collaboration with the city, our new facility was completed, and our first Sunday service was held in July of 2007.

In anticipation of this move, the church also changed its name from *Lakewood Evangelical Free Church* to *Rockpoint Church*, ready to launch ministry into a new region.

Throughout our history, countless prayers and sacrificial giving of time, talents, and treasures have marked our journey. Based on God's faithfulness, and with humble dependence on Him, our leadership believes the Holy Spirit is prompting us to pursue a new work—locally and globally. As we step into Rockpoint's future, we believe God will continue doing a fresh work in the lives of each person, in our community, in the Northeast Metro area of the Twin Cities, across the nation, and around the world.

We invite you to visit www.rockpoint.church to learn more.

Our mission: *To multiply disciples through a healthy church.*

Our vision: *Made to multiply – Grow in your love of God, and go love your neighbor.*

GOVERNANCE

Rockpoint Church is part of the Evangelical Free Church of America and is congregation-led. This means the following items require approval by a majority of church members:

- Annual budget
- Placement of the Senior Pastor
- Appointment of Elders and Deacons
- Sale of properties (as outlined in our bylaws)

Elder and Deacon Boards:

- The Elder Board is comprised of men only
- Both men and women serve on the Deacon Board
- The Senior Pastor is a voting member of the Elder Board and is accountable to it
- The Executive Pastor is a non-voting member of the Elder Board and oversees all staff, reporting directly to the Senior Pastor

The Elder Board is responsible for the overall direction and spiritual life of the church. Once vision and direction are established, the implementation is carried out by the pastoral staff under the leadership of the Senior and Executive Pastors.



About our community

Rockpoint Church is a vibrant, multi-generational congregation located in Lake Elmo, Minnesota—a scenic and thriving suburb just 24 miles east of Minneapolis. Nestled near the picturesque St. Croix River and surrounded by rolling farmland, Lake Elmo offers a unique blend of rural charm and suburban convenience. With a population of approximately 15,359, the city has experienced significant growth, reflecting its desirability as a place to live and work. The area boasts top-rated schools, expansive park reserves, and a strong sense of community. Rockpoint Church has been a cornerstone in this region for over 50 years, known for its dynamic worship services, commitment to multiplying disciples, and impactful ministries that resonate throughout the Twin Cities. Our modern campus is designed to foster connection and spiritual growth, making Rockpoint not just a place of worship, but a hub for community transformation.

*We're located at:
5825 Kelvin Ave N
Lake Elmo, MN 55042*

MULTIPLYING DISCIPLES THROUGH A HEALTHY CHURCH | [ROCKPOINT.CHURCH](https://rockpoint.church)