Ministry Support – Preschool Ministries
Part-Time / Non-exempt

Purpose of Position:
To serve as a member of the Family Ministry Team by supporting the work of the ministry and undergirding the church's mission and core commitments.

Assigned Person: _____
Effective Date: **January 8, 2025**
Reports to: **Pastor of Families / Preschool Director**

Relates Closely with:
Pastor of Families, Family Ministry Team, Office Manager, Ministry Support Staff, and church members.

Responsible for:
- Serving as a ministry support team member to help the church improve its capacity to develop leaders and expand the ministry of the church.
- Supporting assigned ministry team(s) to exercise stewardship of the financial, physical, and personal resources entrusted to the church.
- Support of the ministry team as directed by the ministry team leader(s).
- Support the overall ministry of the church as directed by the Office Manager or Pastor of Administration.

Specific Responsibilities:
Family Ministry Team:
- Provide ministry support to the Preschool Ministry.
- Support the regularly scheduled Sunday and Wednesday ministry programming as directed.
- Provide ministry support for weekly programs like *Mom-to-Mom.*
- Update the Preschool Ministry webpage, sign-ups, and other online programs.
- Aid in administering the volunteer onboarding process for Preschool Ministry volunteers.
- Supervise the recording and updating of attendance and records for preschool families.
- Process check requests for the ministry team.
- Initiate facilities and calendar requests as directed.
- Offer admin support for weekly and special event ministry needs.

Ministries of the Church:
- Offer support for church-wide events/initiatives as directed by the Family Pastor.
- Assist in other areas as assigned by the Lead Pastor, Pastor of Administration, or Office Manager.

Additional Requirements:
- An affirmation of the Baptist Faith and Message 2000.
- A commitment and obedience to biblical Christian principles and teachings both professionally and personally.
- Must be a member of FCBC or pursue church membership within 90 days of employment.
- At least two years of administrative experience, preferred.
- Ability to listen effectively and to communicate clearly, both orally and in written forms.
- Quality collaborative skills and a desire to serve in a team setting.

- Has evidence of emotional maturity and stability in working relationships as evidenced through a Christ-like attitude—must maintain staff harmony.
- Exceptional administrative, decision-making, and interpersonal skills.
- Ability to work well under pressure.
- Basic ability to use computer software, such as Word, Excel, Access, Outlook, and PowerPoint.
- Proficiency with Church Management Software (CMS).
- Requires passing appropriate background, education, and credit checks.

Revision date: January 2025