

*We exist to exalt Jesus Christ, become His fully devoted followers  
and share His grace and truth with all people.*

**PASTOR OF PRESCHOOL MINISTRIES  
SALEM ALLIANCE CHURCH**

Department:                      Preschool / Children's Ministries  
Supervisor:                      Associate Pastor (Children & Student)  
Supervises:                      Administrative Assistant, Childcare Providers  
Volunteers                      Recruits, Directs, Encourages  
Exempt Status:                 Exempt  
License Requirement:         Yes, or within three years of hire date

**GENERAL STATEMENT OF DUTIES:** Consistent with the mission statement of Salem Alliance Church and under the supervision of the Associate Pastor of Children & Student Ministries,, the Pastor of Preschool Ministries provides pastoral care to preschool and their families; assists in providing vision, strategy, oversight and implementation of preschool school ministries; works in partnership with the Preschool Ministries Team.

**DISTINGUISHING FEATURES OF POSITION:** The Pastor of Preschool Ministries coordinates and oversees the provision of pastoral services intended to impact the spiritual lives of children, their families and volunteers. The Pastor of Preschool Ministries is supervised by the Associate Pastor of Children & Student Ministries and supervises childcare providers, works in partnership with other pastors and oversees volunteer teams. The Pastor of the Preschool Ministries position is distinguished from the lower classification of Administrative Assistant that does not provide pastoral care to children, families and volunteers. This position exercises independent judgment in areas that may impact costs and quality of service.

**CORE JOB FUNCTIONS:** An employee in this classification shall perform Core Job functions as outlined below. However, these core job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

**1. Leadership**

- Provide vision, leadership, and oversight to effectively implement ministry for Preschool age children who attend weekend programs.
- Select, direct, supervise, coordinate and evaluate/assess the work of Preschool Ministries staff and childcare providers (full-time and part-time); provide for their training and development; encourage, mentor, and challenge individuals in their spiritual walk and ministry calling.
- Develop and implement strategies that increase awareness of and involvement in Preschool Ministries.
- Participate in retreats, conferences, and training, for personal soul care, and professional and spiritual development.
- Develop, monitor, and direct procedures and work standards for Preschool Ministries.
- Provide for the safety of children by developing and implementing strategies and ensuring compliance with policies and procedures.
- Work in cooperation with the Children's team and the Student Ministries team. Attend SAC staff meetings.

## 2. Pastoral Care

- Oversee pastoral care provided by Preschool Ministries for children and their families. Build relationships with parents, and foster communication through conversation, coaching, and written material.
- Provide pastoral care for Preschool ministry team members.
- Provide inclusion for children having special needs in coordination with the GLO coordinator.

## 3. Curriculum/Environment

- Oversee selection and ongoing assessment of curriculum, teaching techniques, and tools, so that preschool children receive a spiritual foundation that is Biblically sound and relevant.
- Utilize curriculum to plan and develop weekly lessons to be implemented by volunteers.
- Arrange for and maintain developmentally designed, fun, functional, and clean classroom environments, OMNI Welcome area, and storage areas.

## 4. Volunteer Management, Training, and Development

- Oversee the recruitment, screening, placement, training, development, support, and pastoral care of Preschool volunteers.

## 5. Administrative

- Ensure that enrollment, attendance, and database information is accurately maintained and utilized.
- Procure, maintain and utilize necessary technology equipment for classroom and child check-in use.
- Make recommendations for and administer the Preschool Ministries budget for staff and operational needs; authorize expenditures; oversee budget and expenditures reporting and ensure accuracy.

**ESSENTIAL JOB FUNCTIONS:** An employee in this classification shall perform essential job functions as outlined below. However, these essential job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Model for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas)
2. Assist in Developing and implementing the annual Children’s ministry budget
3. Consistent with organizational guidelines and timeframes, thoroughly complete employee reviews for each direct report
4. Consistently attend and participate in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings)
5. Work collaboratively with other staff members and departments
6. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required

**MINIMUM POSITION REQUIREMENTS:** Licensed by Christian and Missionary Alliance or licensed with three years of date of hire; four-year college degree with major coursework related to Christian education; a minimum of two years in a full-time ministry or teaching position that

worked with children and families; or the equivalent education and experience that provide the following knowledge and abilities:

Other Requirements:

1. Regular attendance at worship services of Salem Alliance.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver's license and be able to obtain an Oregon license within three months of hire.

**PHYSICAL, EMOTIONAL & MENTAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess mobility to work in an office setting and to use standard office equipment, including a computer, and to attend meetings and events at various sites within and away from the church; strength to lift and carry materials weighing up to 20 pounds; arrange furniture and equipment in a classroom; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to: sit on the floor for children's activities, pick-up small children weighing up to 30 pounds, sit at a desk or in meetings for several hours at a time; occasionally climb six-foot ladder or step stool to store or retrieve materials, stand, walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl.

The Pastor of Preschool Ministries must be mentally alert; possess stamina to maintain flexible work hours, including frequent evening assignments and work on most weekends and on some holidays; ability to maintain concentration in spite of frequent interruptions; to coordinate and cooperate with many staff, numbers of parents and volunteers; to speak and teach before large and small groups and to provide pastoral support for children and families experiencing difficult situations.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works inside and is required to use standard office equipment. Several times each week, this employee works in children's classrooms. The employee may several times each week drive to shop for materials and supplies, to transport volunteers and to attend meetings, trainings and church events. The church offices are located on multiple floors connected by stairways. An elevator connects some but not all of those floors, and there is not an elevator to some of the classrooms for children.