**EXCELSIOR COVENANT CHURCH**

**PRESCHOOL AND EARLY CHILDHOOD MINISTRY DIRECTOR**

**OUR MISSION**: EXPERIENCING, ENGAGING AND EXTENDING THE LOVE OF JESUS

**POSITION OVERVIEW**:

The Preschool and Early Childhood Ministry Director is responsible for building professional staff and volunteer teams as a vital part of the overall vision of Excelsior Covenant Church to lead in all aspects of ministry for children birth to kindergarten. Viewed as high level ministry, the position aligns with all other director and associate pastoral roles in the church.  
  
We are seeking a ministry strategist with a balance of “out of the box” and practical thinking, who has often dreamed of what a fuller ministry to our youngest children and their families could be with the interaction and backing of an entire congregation.   
  
Aside from MN State mandated requirements for preschool directors, our prime candidate would be a relational leader with a passion for family discipleship including life in the body of Christ (the church). An active leader at Excelsior Covenant, the candidate would find joy in welcoming unchurched families and children into the church, expanding the faith journey of children already a part of our fellowship, and counting as privilege those from other congregations allowing us to have a part in their family’s faith growth.

This is a Full- Time salaried position and directly reports to the Senior Pastor and is a part of the Excelsior Covenant Ministry Staff.

**GENERAL QUALIFICATIONS**:

A heart for Jesus and a passion for kids which exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior.  
  
Compatibility with and embrace of Excelsior Covenant’s identity, mission and values.

A strong team player with a heart to see the preschool as a part of the vital ministry of the local church.

Meet MN DHS requirements for a Preschool Director and has/or will complete required training for MN DHS Licensing

A bachelor’s degree in child development, Early Childhood Education, Christian Education, Child Care Management, Human Resources, Business Administration or related field preferred

Certified in Infant/Child CPR and First Aid or willing to become certified.

Ability to understand and manage the complexities of a church-based MN State licensed toddler and preschool program.

Possess strong interpersonal skills, including open and effective communication, active listening, and positive motivation.

*Responsibilities will include, but not be limited to, the following:*

**Professional Staff and Volunteers:**

* Provide leadership and supervision of preschool staff and congregational volunteer early childhood ministry teams~~.~~
* Strategize and plan for the recruitment, onboarding, supervision, communications, review, and care (including conflict resolution) of professional and volunteer staff for both the preschool and the church.
* In collaboration with the Senior Pastor hire and consider ongoing employment of preschool staff.
* Track licensing and records CE credits for professional staff and as relevant.
* Foster an environment that stimulates and encourages excellence and spiritual growth.

**Administrative:**

* Strong organizational skills.
* Excellent oral and written communication skills.
* Oversee the preschool budget and early childhood ministry program budget.
* Manage payroll, revenues, and expenditures.
* Maintain an attractive, clean, and safe physical environment.
* Maintain compliance with state, county, and city rules and regulations.

**Curriculum / Instruction:**

* Oversee the overall development and implementation of all early childhood ministries including Sunday morning, Monday to Friday School and other programs and special events.
* Ensure that curriculum and instructional practices are in keeping with the mission and philosophy of Excelsior Covenant Church.
* Inspire and empower staff to develop and use new ideas, resources and materials.
* Maintain an environment that assures ongoing program assessment and fosters continuous improvement.
* Monitor the growth and learning of all students.
* Monitor, assist, and consult with teachers and families regarding preschool student assessments.
* Create and model a positive environment of Christian nurturing and love for young children and their families.

**Connection/ Communications / Marketing:**

* Develop and maintain interpersonal relationships with children and families at both church and school.
* Supervise, develop, and maintain communication and marketing to families in the congregation, school and greater community.
* Promote and oversee program activities for family involvement.
* Regularly connects preschool families to the experiences, services and parent resources of Excelsior Covenant Church