

Job Description – Sunday Preschool Programme Coordinator

Our Vision: *“To be a redemptive community,
sharing the love of Christ in the world, by word, sign and deed;
helping people become lifelong followers of Jesus Christ.”*

POSITION: Sunday Preschool Programme Coordinator
PRIMARY TEAM: Ministries – Sunday School
BASE LOCATION: 244 Lyttelton Street, Spreydon, Christchurch 8024
REPORTING TO: Children’s Team Leader
DIRECT REPORTS: Volunteer Preschool Team

EMPLOYMENT PURPOSE:

The principle purpose of your employment is to work as an integral part of the South West Baptist Church to spread the good news of the Christian faith according to our vision.

Areas of functional responsibility are set out below.

JOB PURPOSE:

To deliver an engaging programme during Sunday morning gatherings for preschool children that is in line with the vision of SWBC and help children and families to encounter Jesus.

KEY ACCOUNTABILITIES:

1. Develop and run an excellent Preschool programme during the Sunday morning church service/s which is safe, engaging, aligned with the church vision and strategy and effectively teaches the Christian faith to both churched and non-churched preschool aged children using a strong volunteer base of leaders
2. Recruit, lead and support volunteer leaders to serve in the Preschool programme
3. Train and equip volunteer leaders, in conjunction with the whole Children’s staff team
4. Implement Policies and procedures and training to ensure the safety of children and leaders’ safety in conjunction with the Children’s team Leader
5. Contribute to the “Ministries Table” with other church ministries who serve those involved with preschool children.
6. Be a key member of the Children’s Team, contributing to and supporting the overall vision of Sunday School

SPECIFIC TASK REQUIREMENTS:

1. Preschool Programme on a Sunday
 - a. Set up and pack down
 - b. Welcome parents and children to space
 - c. Communicate with volunteer leaders and rostered parents around expectations
 - d. Ensure high level of care of all children in programme, including personal follow-up.

- e. Deliver a programme that contains fun and engaging activities that caters to a wide variety of children's interests and effective teaching of scripture at an age-appropriate level
2. Volunteer Leaders
 - a. Recruit volunteer leaders to help in the Preschool programme on Sunday, equip and resource them and encourage them to come to trainings and events put on for them
 - b. Meet once a term with volunteer leaders outside the programme to ensure they are well supported
 - c. Ensure discipleship is in place for each leader by liaising with the Discipleship Coordinator, Community Team and the SYC Youth Pastors
3. Be a key member of the Children's Team, contributing to and supporting the overall vision of Sunday School – attend all team meetings and participate in collective decisions around common themes between all Sunday morning Children's programmes
4. Contributing to the 'Ministries Table' with other church ministries who serve those involved with preschool children

As an integral part of the South West Baptist Church, the scope of the position will also include a variety of general 'team support' duties, 'acting' duties or 'alternative' duties as required, where these can reasonably be undertaken according to the competency of the incumbent.

ESSENTIAL REQUIREMENTS TO UNDERTAKE THIS POSITION:

- Police Vetting upon appointment and every 2 years thereafter

HEALTH & SAFETY REQUIREMENTS OF ALL POSITIONS:

- Take responsibility for your safety and those around you
- Immediately report any incident involving personal injury or the potential for personal injury to your manager, the Safety Officer or a member of the Health & Safety Committee and complete an incident or hazard form ASAP
- Immediately notify your manager or the Health & Safety Officer of any new hazards not previously recorded in the site hazard register
- Co-operate fully in Safety Meetings and training as required
- Maintain competency to perform job tasks
- If in doubt, proactively ask for assistance or suggest a safer way of working

Additional health & safety requirements for this position:

- Ensure Health & Safety requirements are understood and complied with by your team
- Champion staff participation in identifying and reviewing hazards and incidents
- Ensure your staff, valued volunteers, contractors and visitors receive safety relevant training and adequate supervision, especially those unfamiliar with site or job hazards
- Ensure contractors provide details of any hazards and associated risks that they will be bringing onto site or any hazards/risks that may be created as a result of their work
- Ensure your team's hazard and accident registers, emergency plans and Safe Operating Procedures (SOPs) are kept up to date
- Ensure emergency equipment is available on site and routine drills occur 6-monthly
- Promptly investigate hazards and incidents and implement corrective actions

LIMITS OF AUTHORITY WITHIN AREA OF RESPONSIBILITY:

- Contractual decisions impacting staff employment agreements or pastoral call agreements must be approved in advance by the Executive Pastor and comply with standard People Department processes (i.e. seek advice before employing someone, terminating employment, changing hours of work or pay etc.)
- Budgeted expenditure must be approved in advance by the relevant cost-centre manager.
- Assets purchased over \$500 are to be approved in advance by the Executive Pastor
- Unbudgeted expenditure must be approved in advance by the Executive Pastor
- All credit card expenditure must be communicated in advance to the Finance Officer, unless using a personally allocated card, in which case any expenditure over \$1,000 is to be communicated in advance to the Finance Officer for cashflow reasons
- External (media) communications are to be referred to the Communications Manager
- Purchasing or supply contracts are to be approved in advance by the Finance Officer and the Executive Pastor

Signed (Employee):Dated:

Employee Name

Signed on behalf of South West Baptist Church:

Signed (Supervisor):Dated:

Supervisor Name

Signed (Executive Pastor):Dated:

Amanda Parfitt