

# Sunday Preschool Coordinator

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Team: Discovery Land

Job Title: Sunday Preschool Coordinator

Reports to: Director of Discovery Land

Status: Part-time (20 - 25 hours per week); Non-exempt; Weekend and evening hours are required.

## Position Summary:

Develop and lead the Preschool Sunday (DL) programs by leading and training volunteers, implementing all DL guidelines, and assisting in all DL-related special events or programming where preschool support is needed.

## Responsibilities:

- Lead Sunday Preschool Ministries
- Know, study and implement Discovery Land curriculum
- Recruit, train, equip and coach volunteers and substitutes
- Build team leadership for each service
- Send weekly V.I.P. emails to volunteers (Vision, Information, Prayer)
- Enforce DL standards-based DL 201 and 101
- Believe in, support and carry out DL Core Values
- Build a team for weekly set up and clean up teams
- Assist in DL family events as needed
- \*Maintain a clutter-free, organized, and kid-friendly facility
- \*Assist in blending DL Preschool ministries (Cubbies/Sunday)
- \*Point person for sound system and CDs in preschool area
- \*Point person for wristband/security needs
- \*Point person to update on-line worship training
- \*Point person for general supplies for Preschool Rooms (Bulletin boards/cabinets/tables chairs/general supplies)
- \*Assist in developing a solid Preschool Worship Strategy (Blending of Mom's and More, Cubbies, Sunday leadership – Team effort)
- \*Finalize the general supplies list for each room: tapes, staplers, glue sticks, crayons, Bibles, scissors, etc. (Sunday Coordinator is responsible that all rooms are stocked for full preschool ministry.)

*\* Duties shared with Awana Preschool Coordinator*

## Position requirements:

- A committed, growing follower of Jesus Christ.
- Authentic and consistent in his/her own spiritual walk and relationships.
- A desire to learn and understand all things Discovery Land as it relates to the ministry here at AAC.



APPLETON ALLIANCE CHURCH

Connecting the world with **God** and **one another**

- Ability to follow written and verbal instructions with great attention to detail.
- Proficiency in Microsoft Word, Excel, iWork Pages
- Good oral and written communication skills
- Ability to easily learn additional programs or equipment
- Positive attitude, friendly and outgoing
- Problem solving/crisis management skills
- Ability to effectively lead people and build teams
- Ability to multi-task quickly and effectively
- Excellent organization skills
- Works well within systems/structure
- Flexible and enjoys fast-paced ministry
- Previous ministry experience preferred

## STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another

### MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

### MINISTRY PHILOSOPHY

#### Simple Purpose, Simple Church

Our purpose is simple: Connecting People with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy

#### Strategic and Effective

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission

#### Felt Needs First, Prescribed Needs Second

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible

### Come and See – Go and Be

We will partner with the congregation in doing Kingdom work. The staff 's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Appleton Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions

### Healthy Relationships

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building

### Servant Leadership

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church

### Stronger Together

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one

### Complementarian

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men

### Healthy Leadership

We are healthy, high capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community

### Equip Future Leaders

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations