

Montgomery Community Church Preschool Job Description

Title: Chapel Director
Classification: Part-time; 6 hours/week
Benefits: None
Purpose: Provide Christian education to preschoolers and Christian resources for preschool teachers.

Responsibilities

General

- Knowledge of Ohio Department of Job and Family Services Child Care Center Manual (ODJFS CCCM) rules.
- Current account in Ohio Child Care Referral and Resources Association (OCCRRA).
- Develops pastoral care for preschoolers and families by sending birthday, get-well and sympathy cards; visiting preschoolers in the hospital if permitted; providing resources for preschoolers and parents in crisis.
- Advise M CCP staff of Chapel calendar, lessons, and classroom extensions.
- Organizing and planning M CCP Christmas program. Communicating with MCC Worship Arts team for audio and visual needs in Worship Area.
- Communicating with parents through newsletters and conversations.
- Implementing mission opportunities for M CCP preschoolers families.
- Explores new areas of ministry, evaluates, plans and implements changes as needed.

Operations

- Works with MCC Worship Arts Pastor and Director of Cinematography.

Other

- Convey MCC's Christian message and carry out its mission by exemplifying and promoting biblical values and fostering life-giving relationships with preschool staff and preschool families, while serving in this ministry role. Such actions include offering prayer, encouragement, and comfort in both personal and work relationships.
- Give full commitment in work and deed to support the faith, tenants and cultural expectations of MCC.
- Foster high levels of cooperation and effectively work in a team environment with quality relationships and respect for each staff's giftedness and unique abilities.
- Ability to work with a teachable heart, good attitude, and unified spirit.
- Understand and operate within the policies and processes outlined in the Staff Handbook.
- Maintain confidentiality in all aspects of handling sensitive preschool staff and preschool families information.
- Effectively work within the limitation of time and resources provided.

Performance Expectations

- Discusses curriculum, programs and mission projects with Preschool Director.
- Develops and teaches Chapel curriculum.

- Required to complete the staff orientation training as prescribed by ODJFS within 30 days of hire date.
- Attends MCCP staff meetings and events.

Qualifications

Knowledge and Experience

- Agreement with MCC Constitution, Beliefs Statement, Mission, and Vision.
- Team building skills, strong organization and self-initiative, follow-through, task orientation, ability to see the big picture, strong coaching, empowerment, and leadership skills, exceptional relational ability.
- Bachelor's degree in education, child development, early childhood education, music or related field approved by the ODJFS. Must be from an accredited college or university.
- Infant/Child CPR and First Aid certification.
- Complete Child Abuse Recognition training and Management of Communicable Disease training. Renew each prior to expiration date.
- Must clear full background check per ODJFS. Renew every 5 years.
- Must pass health screening and complete a Medical Statement, signed by a physician..
- Complete 6 hours of professional development training each year after first year of employment.

Personal Characteristics/Skills

- Relational
- Detail oriented
- Reliable
- Good communication skills

Spiritual Gifts

- Teaching
- Encouragement
- Service

Reports to MCC Preschool Director