

FIRST BAPTIST CHURCH OF KILLEEN
MOTHER'S DAY OUT LEAD TEACHER
Job Description

PURPOSE: The MDO worker shall support the church's MDO ministry:

1. To provide a safe, healthy, and loving environment for preschoolers
2. To meet the spiritual, physical, mental, emotional, and social needs of preschoolers
3. To educate preschoolers through the teaching of Bible truths
4. To reach preschoolers and their families for Christ and the church
5. To involve the church family in laying a Christian foundation for preschoolers

SUMMARY OF DUTIES: The Lead Teacher will have overall responsibility for the class: organizing lesson plans, requesting supplies, and implementing MDO policies.

REQUIRED QUALIFICATIONS: The successful candidate shall:

1. Be a Christian, preferably Southern Baptist.
2. Have a high school diploma or equivalent.
3. Have had experience in working with preschool children.
4. Demonstrate a basic love for children.
5. Be in good health, able to bend, stoop, lift and physically take care of children.
6. Be at least 18 years of age.
7. Be certified in CPR, First Aid, and AED before the first day of school or within three months of hire date.

RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the MDO Coordinator, Personnel Committee and Ministerial Staff deem appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Help provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
2. Become acquainted with each child and aware of his/her needs.
3. Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, sleeping, playing, working, health care, safety, etc.)
4. Cooperate in maintaining a happy atmosphere in which each child may come to know his/her limitations.
5. Be familiar with and follow the established personnel policies and procedures.
6. Work according to the schedule outlined by the Coordinator.
7. Write age-appropriate lesson plans based on the unit of study planned by team of Lead Teachers and Coordinator.
8. Maintain a clean and orderly room each day.
9. Make note of significant incidents and experiences observed in the child. (Send home notes to the parents saying, "What I did today...")
10. Inform the Coordinator of needed supplies, repairs, and materials.
11. Enrich daily programs in a variety of ways, using the best methods of teaching to enhance the learning experience.
12. Make careful observations and written notations of significant behavior of children for whom you are responsible.
13. Attend Open House and the monthly Lead Teacher meetings.
14. Take advantage of discipleship training classes, workshops, and other training opportunities that relate to teaching preschoolers.

SPECIAL CONDITIONS: This position is classified a part-time support staff and does not include vacation, sick-leave, or other benefits afforded to full-time personnel. The intent of the part-time status is to not exceed 32 hours per week. Social Security taxes will be withheld and matched by the church. This position reports to and is supervised by the MDO Coordinator, but employment is through the Minister of Education and Administration following Church Personnel Policy and the MDO Employee Handbook.

PHYSICAL AND/OR ENVIRONMENTAL DEMANDS: The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions.
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
3. Ability to speak, hear, smell, and exercise visual acuity.



First Baptist Church of Killeen

Job Title:	Preschool Worker	Job Category:	Preschool Ministry
Location:	First Baptist Church of Killeen	Position Type:	Part-time

Job Description and Qualifications

PURPOSE

The purpose of the Preschool Worker shall be to facilitate a spiritually oriented and safe environment.

SUMMARY OF DUTIES

To provide a safe, nurturing, teaching environment for children, from birth through age five or completion of kindergarten, during church related functions.

REQUIRED QUALIFICATIONS AND EDUCATION

1. Must be a professed believer of Jesus Christ and of Christian character.
2. Have experience working with infants and preschool children.
3. Demonstrate a basic love for children.
4. Be in good health, able to bend, stoop, lift and physically take care of children.
5. Be certified in CPR, First Aid, and AED before the first day of school or within three months of hire date.

DESIRED QUALIFICATIONS AND EDUCATION

1. Be actively involved in a local Christian congregation, preferably FBC Killeen.
2. Have some prior experience in working with infants and preschool children, preferably in a church setting.
3. Have a high school diploma or equivalent.

ROLE AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Personnel Committee and Ministerial Staff deem appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide a safe, healthy, and loving environment for infants and preschoolers.
2. Meet the spiritual, physical, mental, emotional, and social needs of infants and preschoolers.
3. Educate preschoolers through the teaching of Bible truths.
4. Reach preschoolers and their families for Christ and the Church.
5. Involve the church family in laying a Christian foundation for preschoolers.
6. Help provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.

FIRST BAPTIST CHURCH OF KILLEEN
Youth Ministry Intern
Job Description

PURPOSE: The youth intern supports the Minister of Youth in giving direction to and overseeing the church program to evangelize and disciple teens of the church.

SUMMARY OF DUTIES: Provides supervision and assistance under the direction of the Minister of Youth to plan, coordinate, and direct safe, orderly, positive activities that promote fun, fellowship, spiritual development and ministry for grades 6-12.

REQUIREMENTS: The successful candidate:

1. Is a Christian.
2. Is a student of God's Word, giving advice based upon biblical principles.
3. Is patient, consistent, and able to communicate well with teens.
4. Enjoys working with teens and understands the challenges and characteristics of teens.
5. Is dependable and supportive with passion for youth ministry.
6. Devotes a minimum of fifteen hours weekly on-site during youth activities.
7. Dresses appropriately as established by the Minister of Youth.
8. Will provide a resume and references.
9. Has no criminal record and is free of drugs (background check and drug test required).

DESIRABLE: In addition to requirements, the ideal candidate is:

1. Pursuing a degree in the youth ministry field.
2. Has a minimum of one year experience in training or counseling teenagers.
3. Available for phone calls from teens throughout the week.
4. Member of this church.

RESPONSIBILITIES: The incumbent:

1. Participates in and assists with supervising fun and fellowship activities for teens in our youth program.
2. Builds relationships with all teens who come to and are a part of FBC youth programs.
3. Presents the gospel to unsaved teens in our programs through ministry opportunities.
4. Provides encouragement and positive reinforcement to teens as a role model.
5. Assists in the planning and development of discipleship programs.
6. Helps plan and participate in Life Group development and Wednesday night service.
7. Helps plan and participate in summer activities like mission trips, camps, and retreats.
8. Assumes other duties as assigned.

SPECIAL CONDITIONS:

1. This position is classified as part time support staff and does not include vacation, sick-leave, or other benefits afforded to full time personnel. Social Security tax will be withheld and matched by the church.
2. This position reports to and is supervised by the Minister of Youth.
3. Incumbent is selected and nominated by the Minister of Youth, with input by youth workers, but is hired by the Minister of Education and Administration following the Church Personnel Policy.

If interested, please send your resume to: mcornelius@fbckilleen.com