

ESSENTIALS *for* EXCELLENCE

CONNECTING SUNDAY SCHOOL TO LIFE

Responsibilities of Preschool Sunday School Leaders

COMMON TASKS FOR ALL PRESCHOOL LEADERS

- Participates in prospect discovery, outreach, witnessing, and ministry.
- Prepares in advance, arrives on time, and evaluates and participates in age-appropriate Bible teaching.
- Serves in extended session (called ETC, Extended Teaching Care)
- Ministers to preschoolers and their families.
- Participates in leader training events.
- Participates regularly in both corporate and personal worship.

Preschool Teacher

The preschool teacher is key to learning for the preschooler.

- Obtains teaching materials and supplies prior to a session.
- Plans and prepares for individual and small-group Bible-learning experiences.
- Visits, contacts, and ministers to the preschoolers and their families to which they have been assigned.

Preschool Department Director

The department director is responsible for planning, conducting, and evaluating work of the department.

- Greets preschoolers and their parents at the door as they arrive and maintains department security system.
- Enlists and assists in training teachers and substitutes.
- Leads in planning and preparation.
- Leads the Bible teaching sessions.
- Leads group time (in three-year-old and older departments).
- Assigns responsibilities to teachers for teaching, outreach, and ministry.
- Maintains department records.

Preschool Division Director

A Preschool Division director is needed when there are two or more preschool departments.

- Coordinates the work of the preschool departments and determines organizational needs.
- Determines and enlists preschool department directors and assists with enlisting other team members.
- Develops a training plan for preschool leadership.
- Works with leadership team to develop the preschool budget.
- Coordinates the use of resources by obtaining needed supplies.
- Orders curriculum.
- Leads in evaluation of the work of the division.
- Assists in the coordination of ETC (Extended Teaching Care)
- Represents the preschool area on the Sunday School Planning Team.

Preschool Division Outreach Director

The division outreach leader works with the division director in coordinating the reaching ministry of Preschool Sunday School ministry.

- Participates in weekly visitation, outreach, and witnessing.
- Maintains and/or assists in maintaining division and department prospect files.
- Greets visitors on Sunday morning and ensures that preschoolers are placed in the appropriate departments.
- Obtains and records department assignments, addresses, phone numbers, and names of parent(s) or caregivers.
- Coordinates the outreach activities of the Preschool Division.
- Coordinates prospect-discovery projects for the division.