

# 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.