
Responsibilities of Preschool Sunday School Leaders

Depending on the needs and size of your church, the Preschool Leadership Team may be small or large. This team will have an impact on the lives of preschoolers and their families.

Common Tasks for All Preschool Leaders

1. Participates in prospect discovery, outreach activities, witnessing, and ministry.
2. Prepares in advance, arrives on time, and evaluates and participates in age-appropriate Bible teaching.
3. Serves in extended session/ETC.
4. Ministers to preschoolers and their families.
5. Participates in leader training events.
6. Participates regularly in both corporate and personal worship.

Preschool Teacher

1. The preschool teacher is key to learning for the preschooler.
2. Obtains teaching materials and supplies prior to a session.
3. Plans and prepares in advance for individual and small group Bible-learning experiences.
4. Visits, contacts, and ministers to preschoolers and their families assigned for ministry.

Preschool Department Director

1. The department director is responsible for planning, conducting, and evaluating the work of the department.
2. Greets preschoolers and their parents at the door as they arrive and maintains department security system.
3. Enlists and assists in training teachers and substitutes for the department.
4. Leads in planning and preparation.
5. Leads the Bible teaching sessions.

6. Leads group time (in three-year-old and older departments).
7. Assigns responsibilities to teachers for teaching, outreach, and ministry.
8. Maintains department records.

Preschool Division Director

1. A Preschool Division director is needed when there are two or more preschool departments.
2. Coordinates the work of the preschool departments and determines the organizational needs.
3. Determines and enlists preschool department directors and assists with enlisting other team members.

4. Develops a training plan for preschool leadership.
5. Works with leadership team to develop the preschool budget.
6. Coordinates the use of resources by obtaining needed supplies.
7. Orders curriculum.
8. Leads in evaluation of the work of the division.
9. Assists in the coordination of extended session/ETC.
10. Represents the preschool area on the Sunday School Council.

Preschool Division Outreach Leader

1. The division outreach leader works with the division director in coordinating the reaching ministry of Preschool Sunday School.
2. Participates in weekly visitation, outreach, and witnessing.
3. Maintains and/or assists in maintaining active division and department prospect records.
4. Greets visitors on Sunday morning and ensures that preschoolers are placed in the appropriate departments.
5. Obtains and records department assignments, addresses, phone numbers, and names of parent(s) or caregivers.
6. Coordinates all the reaching activities of the Preschool Division.
7. Coordinates prospect discovery projects for the division.