

EARLY CHILDHOOD MINISTRY DIRECTOR
Our Savior Lutheran Church
Denison, Iowa

MINISTRY AGREEMENT
February 27, 2020

The Pastor, by virtue of his Divine Call to serve as shepherd of Our Savior Lutheran Church, has the ultimate responsibility for the entire ministry of the congregation.

The Early Childhood Ministry Director here at Our Savior Lutheran will be a person dedicated to the overall ministry of the congregation. It will be the Director's desire to see that the early childhood ministry glorifies the name of Jesus Christ through word and action. As a member of the professional leadership team of this congregation the Director's gifts should be used as a means of bringing and nurturing young children and their families in a relationship with Jesus Christ in order to build God's kingdom here in this place. This position will be a ten (10) month professional worker.

PURPOSE: To provide leadership in the church's early childhood ministry, with a main emphasis on providing a Godly environment which is conducive to quality learning, play and socializing to all students and their families who enter our early childhood ministry.

QUALIFICATIONS:

1. The person serving in this position shall first and foremost be a committed follower of the Lord Jesus Christ and be able to demonstrate a personal faith through life and conduct.
2. The person serving in this position shall support the mission, vision and goals of Our Savior Lutheran Church
3. The person serving in this position shall have at least a Bachelors Degree in Early Childhood Education or be willing and able to obtain such a degree in a reasonable amount of time.
4. The person in this position shall comply with all applicable state and federal rules, regulations and laws related to the education of children.

PRIMARY DUTIES: As a member of the professional staff of Our Savior Lutheran Church, the Director's is to provide leadership in the congregations' early childhood ministry and is to provide a Godly environment which is conducive to spiritual growth, quality learning, play and socializing to all students and their families involved in the childhood ministry of Our Savior Lutheran Church. This includes, but is not limited to:

1. Promote the early childhood ministries of Our Savior Lutheran Church within the Congregation and the Community.
2. With the Pastor and the Preschool Board prepare a yearly budget for the early childhood ministries and maintain fiscal accountability for the preschool budget.
3. Continue to integrate the early childhood ministries into the overall ministry of Our Savior Lutheran Church.
4. Attend the monthly Church Council Meetings and be prepared to give a staff report.
5. Attend the monthly Preschool Board Meetings and present a written staff report.
6. Be responsible for the hiring and supervision of teachers and associates within the early childhood ministries.
7. Coordinate fund raising activities as needed.

8. Develop and Coordinate in conjunction with the Director of Youth and Family Life Ministry, ministries to early childhood families.
9. Serve as the lead Preschool Teacher and in this capacity;
 - a. Teach the Word of God in its truth.
 - b. Develop and maintain a curriculum which is Christ centered, and conducive to quality learning, play and socialization of the students.
 - c. Make certain the preschool and associate ministries comply with all applicable state and federal rules, regulations and laws related to the education of children.

ACCOUNTABILITY: The Early Childhood Ministries Director is directly responsible to the Pastor of Our Savior Lutheran Church. In addition the Director is expected to regularly report to the Church Council and the Preschool Board.

CONFLICT RESOLUTION: In the event that the Director should have questions or concerns related to work issues the Director will first discuss these questions and/or concerns with the Pastor. In the event that the Pastor is unable to resolve the questions or issues the Director will speak with the Chairperson of the Preschool Board. If the Chairperson of the Preschool Board is unable to resolve the questions or issues the Director shall follow the Grievance and Appeal Procedures outlined in the latest edition of the Personnel Policy Handbook.

HOURS OF WORK: The Director's normal hours of work shall be Monday through Friday from 7:45 a.m. to 4:00 p.m. In addition the Director may also be required to attend meetings, give presentations to the congregation, supervise special services and projects involving the preschool, or other duties as directed by the Pastor.

PROFESSIONAL DEVELOPMENT AND PREP TIME: The Director shall also be permitted one (1) day per week for Prep Time and/or Professional Development.

TIME OFF: The Director shall be afforded time off for Holidays, Sick Leave, Maternity Leave, Paid Personnel Time Off, Funeral Leave, and Jury Duty as specified in the most current version of the OSL Personnel Policy Handbook.

PERSONNEL POLICY HANDBOOK: The Director acknowledges receipt of the Personnel Policy Handbook and agrees to abide with all of the provisions contained within the handbook.

PURCHASING: The Director may make purchases of those items used on a day to day basis by the preschool having a combined retail value of not more than one-hundred (\$100) dollars per occurrence. All other purchases must be preapproved by the Preschool Board.

TERMINATION: The Early Childhood Ministry Director may be terminated for any of the following:

1. Persistent adherence to false doctrine.
2. A scandalous life, including the commission of a crime which directly or indirectly has an adverse effect on the ministry of Our Savior Lutheran Church.
3. An inability to perform the duties of this position or willful neglect of them.

In all other cases the Our Savior Lutheran Church Council shall provide the Director with no less than thirty days advance written notice of the termination of this agreement. In all cases the Director shall provide Our Savior Lutheran Church Council with no less than thirty days advance written notice of the termination of this agreement.

DISABILITY: In the event of the Director's inability to perform the duties of this position due to illness or accident, the Director's compensation shall not be reduced or withheld until such disability is covered by the Church's current short-term disability insurance plan.

COMPENSATION: The Directors salary shall be that amount set by the council and approved by a vote of the congregation. Deducted from this amount will be the customary withholding tax and other employment taxes as required by law. In addition the Teacher shall also be offered single health insurance coverage under the Church's current Health Insurance Plan.

TERM: This agreement shall be in effect commencing on date of hire and ending on December 31, 2020. It shall be the responsibility of the Open Arms Preschool Board to review this agreement in November of each calendar year, to make any necessary adjustments and to then forward the agreement to the Board of Elders and Church Council for approval.

Our Savior Lutheran Church

Date

Early Childhood Ministry Teacher

Date