



Job Description

Nursery Coordinator (40 hrs)

Reports to: Assistant Pastor/Children's Ministry (*Children's Pastor*) and the Children's Ministry Director

Status: Full-time (40 Hours), Sunday-Thursday (evenings, weekends, and special events as needed)

Principle Function: Work under the direct supervision of the Assistant Pastor/Children's Ministry and the Children's Ministry Director to fulfill the vision and goals for the Family Ministries of the church

Teamwork

- Uphold approved family ministry policies and procedures
- Attend training conferences/retreats with the Family Ministry team
- Work under the direct supervision of the Children's Pastor and Children's Ministry Director to fulfill the vision and goals for the Family Ministries of the church
- Collaborate with other church leaders to fulfill the mission of the church

Specific Responsibilities

- Develop a strategy for the nursery ministry of the church
 - Understand the unique needs of babies/toddlers and their parents
 - Consistently evaluate ministry approach and explore new/creative methods
 - Work alongside the Children's Pastor and Children's Ministry Director in implementing and evaluating curriculum
 - Recruit, train, schedule, and supervise the volunteer leader team for nursery programming and events
 - Maintain a safe and clean nursery environment with adequate equipment/supplies at all times
 - Build relationships and partnerships with nursery families
- Direct the planning, execution, and evaluation of all nursery programming and events provided by the church
 - Regular programming on Sunday mornings and Wednesday evenings as well as occasional special events/meetings, including Parent Child Dedication.
- Assist the Children's Pastor and Children's Ministry Director in the planning, execution, and evaluation of kids ministry events & church-wide activities (*Easter Weekend, Parents Night Out, Family Game Nights, VBS, etc.*)

- Assist the Children's Pastor and Children's Ministry Director in the planning, execution, and evaluation of Kids **MDWK** program (*birth-5th grade*)
- Assist the Children's Pastor and Children's Ministry Director in family communication
- Prepare and/or share in public speaking roles (kids ministry events, volunteer training, filmed communication, etc.)
- Manage online kids ministry resources and curriculum
- Manage stewardship of nursery ministry budget
- Collaborate with the Children's Ministry Director and Children's Pastor to ensure alignment of practices and smooth transition between environments

General

- Read and follow the guidelines, procedures, and policies outlined in the Personnel Manual
- Perform all other duties as assigned by the supervising pastor

Workplace Culture

- An *aggressive* mindset. ("go-getter" for the kingdom)
- A *faithful* spirit. (strong personal faith in Jesus)
- An *innovative* approach. (creative problem solving)
- A *relational* heart. (commitment to people over programs)
- An *excellent* work-ethic. (passion for raising the bar)

Signature_____ **Date**_____