



POSITION DESCRIPTION CHILDREN'S MINISTRY NURSERY COORDINATOR

Approved: 01 September 2020 IRS Worker Classification: Employee FLSA Classification: FLSA Non-exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Regular, Part-time- 14 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator
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SUMMARY

The Children's Ministry Nursery Coordinator serves West Shore Free Church (WSFC) by leading and developing the Sunday morning ministry for nursery children and their families. Within the broader Children's Ministry, the Nursery Coordinator will help cast vision for the nursery ministry, oversee operations, implement curriculum, lead the volunteer ("Ministry Partner") team, and build nursery family relationships.

QUALIFICATIONS

- Education and/or experience in early childhood education or nursery ministry
- Passion for children's ministry, especially nursery, to spiritually develop children and their families
- Leadership skills to successfully envision, develop, implement, administer and evaluate nursery programs
- Strong team player with a desire to learn and grow
- Self-motivated individual who works well with minimal supervision and general guidance
- Ability to manage multiple, concurrent projects and multi-task well
- Detail-oriented individual with strong organizational and team building skills
- Skilled in oral and written communications
- Service-minded, prompt, consistent, and flexible
- Manifests good character, wisdom, and discerning judgment
- Proficient in Microsoft Office and personal computer skills, including data entry and ability to learn and use church database software, online files and documents

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible personal profession of faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.

RESPONSIBILITIES

- Meet regularly with the Pastor of Children's Ministry and the ministry team to collaboratively develop and apply ministry vision and values, particularly within the nursery ministry



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- Meet regularly with the Children's Ministry Education Lead for growth, guidance, accountability, and team ministry coordination
- Partner with the Volunteer Coordinator to recruit, train, assign and schedule Ministry Partners
- Identify and implement ministry improvements including, but not limited to, facilities, procedures, curriculum, classroom instruction/management, and ministry resources
- Ensure effective ministry communication
- Minister to first-time parents and newly arrived families
- Partner with the Churchwide Childcare Coordinator for other churchwide ministries that serve nursery-age children
- Participate at least once annually in approved children's ministry training
- Develop and maintain current expertise in nursery ministry
- Participate in WSFC staff meetings and events as required/possible
- Create/evaluate and implement new nursery ministries, as needed, to better serve churched and unchurched families
- Actively participate as a member of the Child Dedication leadership team and assist in leading Child Dedication services
- Advise and network with other children's ministries and leaders
- Fulfill additional responsibilities as assigned

REPORTING RELATIONSHIPS

The Children's Ministry Nursery Coordinator reports directly to the Children's Ministry Education Lead.

WORKING ENVIRONMENT

Work is primarily performed in typical sedentary office environment and classroom time (should be capable of lifting 30 lbs), and is generally expected to be accomplished on-site, although some work may be performed remotely from time to time. Workdays and hours will occasionally vary to meet ministry needs (10% or less of time); but will generally be during core business/worship hours Monday through Friday, plus Sunday. There may be occasional travel to local church and ministry partners.