



Nursery Coordinator

Ministry Description

January 2008

Purpose

To participate in the mission to make mature followers of Jesus Christ providing a safe and welcoming environment for infants and toddlers.

Responsible to

Early Childhood Assistant Director

Description of Duties

- To routinely clean and sanitize nursery and toys and do quarterly safety inspections
- To keep track of supplies and make requests as needed
- To recruit, train and schedule workers so that there are at least two workers for each Sunday service, holiday services and all-church activities
- To communicate with nursery staff about schedules
- To maintain sign in procedures for families
- Recognizes new births and welcomes infants

Time Requirements

2 – 4 hours per week

Training and Resources

- One conference per year
- Network Events
- Individual Leadership Development process led by Early Childhood Assistant Director

Qualifications, Skills and Gifts

- Must be a growing Christian, deepening person relationship with Jesus
- Knowledge of care required for infants and toddlers
- Good organizational and communication skills
- Desire to serve God through the nursery ministry
- Helpful spiritual gifts: mercy, encouragement, administration, helps

Benefit to the worker

Satisfaction of nurturing and leading those who work with children as well as the knowledge that they are able to create a positive environment in which children can learn to love God