

New Job Description: Nursery Ministry Director

Salary and Hourly Expectations: The Director will be paid a salary based on 8 hours per week, including a minimum of 4 contact hours on Sunday mornings and another 4 hours of other administrative duties (payroll, scheduling, etc.) and/or additional contact hours when needed or desired (Wednesday evenings for WNT, Thursday mornings for Mommies Bible Study, and/or special worship services and church events). The Director will be allotted 4-6 Sundays per year for vacation, illness, and other personal needs. Whenever the Director is not present on a Sunday, a Nursery Assistant or a substitute from the Children's Ministry Team will be assigned to oversee the Embrace Ministry for that day. The Director does not need to be present regularly for WNT or Mommies Bible Study but should be in contact regularly with the Nursery Assistant(s) and Volunteers serving at these times as well as the Children's Ministry Director to ensure these activities are running smoothly and all policies and procedures are being followed.

Job Description: The Nursery Ministry Director is the face of the Embrace Ministry for children two and under and their families. This person should be a member of LPC who enjoys welcoming people to the church and sharing the love of Jesus with both young children and their families. This person will be present on Sunday mornings from 8:30 to 12:30 to welcome families, oversee all caregivers (both Nursery Assistants and Volunteers), and ensure all policies and procedures are being followed. This person should enjoy getting to know the families we are serving, welcome new families warmly, and enjoy working hands-on with the young children. This person should have strong skills in leadership, teaching, and administration.

Principal Duties

1. The Director will schedule both Nursery Assistants and Volunteers on a rotational basis for Sunday mornings, allowing all caregivers to rotate in their service to families and still enjoy personal time for worship. This person will also schedule caregivers at other times as needed (WNT, Mommies, etc.), according to availability and preferences. All scheduling will be done at least two weeks in advance, and the Director will distribute the schedule to everyone serving in the nursery (Nursery Assistants and Volunteers).
2. The Director will move in and out of the nursery over the course of a Sunday morning, being present at times of arrival and transition (8:30-9:00, 9:45-10:15, 11:00-11:30) and other times as needed to care for children directly, but also circulating to be aware of any needs of families with young children elsewhere in the building and to be part of corporate worship.
3. The Director will work with the Children's Ministry Director and the Church Business Administrator to ensure that all caregivers understand and are following current policies and procedures – including those for LPC generally and for the LPC Embrace Nursery Ministry.
4. The Director will ensure that the nursery is regularly cleaned and sanitized. This person may assign caregivers (Nursery Assistants or Volunteers) cleaning duties as needed. If cleaning or maintenance needs require the attention of a custodian, this person will contact the Children's Ministry Director and/or the Church Business Administrator to make the requirements known.
5. The Director will ensure that the electronic check-in system and worship audio feed are working and being used. Should any technical problems arise, this person will inform the Children's Ministry Director and/or the Church Business Administrator to make the problem known.

6. The Director will ensure that the nursery atmosphere is conducive to learning about and experiencing the love of God. This includes ensuring that:
 - caregivers are warmly greeting parents and children as they arrive
 - caregivers introduce themselves to new parents and children
 - caregivers are interacting in a friendly manner with children, parents, and each other
 - caregivers understand their role as examples of Jesus
 - caregivers take their assigned part in teaching and sharing the Christian faith
 - caregivers engage in the activities outlined in the LPC Embrace Ministry Policies and Procedures
 - caregivers are warmly greeting parents and saying goodbye to children as they leave

7. The Director will be part of the Children's Ministry Team, attending monthly meetings to coordinate and collaborate with the broader ministry for children and families at LPC.