

Children's Ministry
Nursery Coordinator for 9:00 Service
Frontline Community Church

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Summary

The Nursery Coordinator is a part-time employee (12 hrs. per week) at Frontline Community Church and is responsible to grow in his/her walk with Jesus as he/she works alongside the Children's Ministry Staff, and ministry leaders to develop and implement the mission and vision of the church through the Children's Ministry. He/She will report to an Associate Pastor.

Overview

The Nursery Coordinator is to be a spiritual leader in his/her spheres of responsibility so that he/she can effectively minister to children and their parents. In doing so, he/she will encourage and equip parents to develop a biblical worldview for their lives and children. He/She will work with the other Coordinators that make up the Children's Ministry Staff and oversee the Nursery Department for the 9:00 service. The nursery department is broken up into four age groups:

- Babies
- 0-1
- 2's
- 3's

Responsibilities

1. Prepare Sunday Program

- Review, print, and email lesson to volunteers for necessary ages.
- Prepare background music for necessary ages.
- Make sure snacks and supplies are properly stocked.
- Help plan and implement large-scale children's ministry events.

2. Schedule volunteers

- Contact new team members and review policies ("onboard") with them
- Maintain a list of team members and their preferences for your service in the school-aged department
- Create and maintain a schedule of volunteers to staff our children's classes by contacting team members and confirming for each Sunday

3. Sunday Morning

- Be the main new families greeter at the check-in desk.
- Be the "face" of the nursery area and welcome new families.

- Recruit and train new volunteers.
- Help grow our volunteer base through building relationships with families and inviting them to join our team.
- Ensure that rooms are properly staffed and running smoothly.
- Check-in with Sunday volunteers every week for care and ministry support.
- Help fill any holes to make the nursery function.
- Resolve conflicts with parents in cooperation with the Associate Pastor

4. Weekly Meeting

- Attend weekly Children's Ministry meeting to develop the Children's Ministry through prayer, strategic planning, and creative thinking as we seek to fulfill our ministry vision. Usually this is Wednesday at 9am.

5. Hours

- Office/flex hours: 8 (Mandatory Wednesday Kid's staff meeting)
- Sunday hours: 4

6. Special Events

- Lead Christmas Eve and Easter Service Children's programs
- Lead summer Vacation Bible School programs