

Children's Ministry
Nursery Coordinator
Frontline Community Church

Summary

The Nursery Coordinator is a part-time employee (12 hrs. a week) at Frontline Community Church and is responsible to mature as a disciple of Christ 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 the Children's Ministry Director.

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 during Sunday service. The Nursery Department is broken up into four age groups:

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

Responsibilities

1. Prepare Sunday Program

- Review, print, and email lessons to volunteers.
- Prepare background music for each age specific classroom.
- Make sure 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 (ex. *Serve 2x per month*) for designated service(s).
- Create and maintain a schedule of volunteers to staff children's classes by contacting team members and confirming for each Sunday.

3. Sunday Ministry

- Welcome families, both current and new to the Nursery area and Next Steps Center.
- Recruit and train new volunteers.
- Help grow the volunteer base through building relationships with families and inviting them to join the team.
- Ensure that rooms are properly staffed and running smoothly.
- Check-in with Sunday volunteers every week for care and ministry support.
- Work in collaboration with the Children's Ministry Director to resolve any conflicts that arise—whether with parents, volunteers, or staff—ensuring issues are addressed with wisdom, grace, and unity

4. Coverage

- Stepping in personally or arranging coverage whenever there is a staffing gap, ensuring the Nursery remains open and functional during all designated times.
- Provide coverage for a team member's responsibilities during their absence to ensure continuity in their area of service.
- For planned absences, coordinate service coverage and assign volunteers to keep the Nursery running.
- Coordinate and provide support for additional scheduled services.

5. Weekly Meeting

Attend the weekly Children's Ministry meeting to develop the Children's Ministry through prayer, strategic planning, and creative thinking as we seek to fulfill the ministry's vision. Usually this is Wednesday morning at 10:00am.

6. Skills

Microsoft proficiency (Word, Excel, etc....) or equivalent. Phone capability to message and/or call volunteer as alternate communication.

7. Hours

Sunday hours/Office/flex hours: 12 (Mandatory weekly Children's Ministry meeting)

8. Special Events

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