

# Nursery Coordinator

- I. **Scope** – The Nursery Coordinator is responsible to the Pastor for providing a safe Christian environment for nursery aged children.

- II. **Responsibilities**  
**Curriculum**

- a. Nursery Coordinator is responsible for the planning and implementation of a Bible based curriculum with the children. Nursery Coordinator shall insure the curriculum is taught on Sundays and Wednesdays.

## Staffing

- a. The Coordinator will enlist and train nursery staff (paid and volunteer) according to the Nursery/Preschool Policies and Procedures of First Baptist Church Bridge City.
- b. Provide nursery care for regularly scheduled Sunday and Wednesday services and activities.
- c. Provide care, for nursery aged children, for scheduled praise team practices and choir rehearsals.
- d. With pastor's approval, will provide child care needs of nursery age children for church organizations (i.e. Sunday School departments, organized visitation events, and church wide activities). The Nursery Coordinator should be given at least one week's notice prior to these special events.
- e. The coordinator is expected to be onsite on Sunday mornings, Sunday evenings, and Wednesday evenings (as well as when needed for special events). Exceptions, such as vacations, etc., may be considered with the Pastor's approval. With adequate nursery workers present, the Coordinator is encouraged to attend regular worship service once a month.
- f. Approve the time sheets of paid nursery workers.
- g. In cooperation with the Nursery/Preschool committee and the Budget-Stewardship committee, prepare annual budget for the nursery operations.
- h. Lead in outreach contacts to families of nursery aged children.
- i. Serve as ex-officio member of the Nursery/Preschool Committee.

- j. Provide staff and parents of nursery aged children a copy of the Nursery/Preschool Policies and Procedures.

### **Facility**

- a. Work with the Nursery/Preschool committee with regard to furniture and equipment in the nursery.
- b. Be responsible for opening and closing of nursery area.
- c. Be responsible for sterilizing toys and equipment and changing and washing linens.
- d. Be responsible for putting on clean bed linens prior to each use.
- e. Will purchase all needed supplies and equipment (crackers, juice, smocks, toys, linens, cups, napkins, diapers, etc.). All receipts shall be turned into the financial secretary.

### **III. Skills and Attributes**

- a. Works well with children and parents.
- b. Is organized and demonstrates a warm, inviting personality.

### **IV. Position Requirements**

- a. Minimum high-school diploma or its equivalent.
- b. CPR certification (preferred)
- c. Experience working with children
- d. Pre-school training hours (preferred)
- e. Should be a member of First Baptist Bridge City

**NOTE:** All candidates for this position must agree to and are subject to background checks.

I have read and understand the basic job duties for which I am responsible. I also understand that my responsibilities are not limited to these basic items. Additionally, filling in and/or assisting other staff members from time to time may be necessary.

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Name

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Date

Personnel Committee:

_____	Lynn Richard (Chair)
_____	Donnie Stanton
_____	Cassie McClelland
_____	Patsy Dowden
_____	Sandra Clark
_____	Maxie Neely

Revised May 2017