

BETHESDA LUTHERAN BRETHERN CHURCH
Nursery Coordinator Job Description

I. PURPOSE:

The Nursery Coordinator serves the congregation by managing the nurseries so that we provide a safe place for our little ones with excellent care and age-appropriate activities, which serve children and their families.

II. RESPONSIBILITIES In Order of Priority

- A. Coordinating and Equipping Volunteers** – The Coordinator is responsible to recruit, train, and support a ministry team of volunteer supervisors and caregivers to interact with and care for infants and pre-school children during worship services and Bethesda events, as determined by the Staff. The Coordinator will follow Bethesda and Children’s Ministries policies to ensure that only screened, qualified people are serving in the nurseries. The Coordinator will also develop a monthly schedule for Sunday morning nursery workers and supervisors at minimum, sharing the schedule with the nursery ministry team, Director of Children’s Ministries, and Bethesda’s Secretary.
- B. Maintaining a Safe and Pleasant Environment** – The Coordinator will maintain an adequate inventory of supplies for all nurseries, ensure the toys are age-appropriate, clean, and in good condition. The Coordinator will also develop and maintain appropriate procedures and policies for care, safety, and check-in, in conjunction with the Children’s Ministries Committee.
- C. Greeting and Connecting** – As part of Bethesda’s Children’s Ministries team, the Coordinator and the nursery team also serve on the front lines of welcoming guests to Bethesda. Working with the Connections Coordinator or Greeting Team, as necessary, the Coordinator will equip the Nursery Ministry Team – serving alongside the team – as greeters, welcoming people well and helping them find their way at Bethesda.
- D. Facilitating and Supporting** – The Nursery Coordinator works to support the ministry of Bethesda by helping make sure the staff are aware of guests who have come. The Coordinator serves the other ministries of Bethesda (Wedding Coordinators, Staff, LIFEgroups, Office Staff, etc.) by helping these other ministry teams understand policies and procedures for using the Nursery, coordinating the use of the nurseries with these other ministries, and helping ministry leaders identify qualified babysitters for their events.

III. WORKING RELATIONSHIPS

- A.** The Nursery Coordinator will serve as a member of Bethesda’s Staff, collaborating and communicating with other ministry directors, church staff and pastoral staff and participating in All Staff (including Mega) meetings.
- B.** The Coordinator reports to the Director of Children’s Ministries and can expect to receive encouragement and direction from him/her.
- C.** The Elder Board serves the congregation by providing spiritual oversight for all of Bethesda’s ministries, including those to children. The Coordinator reports to the Elder Board via written monthly reports and is welcome to address the Board as needed.
- D.** The Coordinator serves as a member of the Children’s Ministries Committee, assisting the Committee as it establishes priorities, policies, programs, budget, and annual ministry plans.

IV. QUALIFICATIONS:

- A. Possesses a personal faith relationship with Jesus Christ
- B. Exhibits a love for children and a commitment to serve families at Bethesda
- C. Demonstrates a commitment to connecting with new families and guests at Bethesda
- D. Submits and adheres to Bethesda's Statement of Faith and Mission, Vision, and Core Values Statements
- E. Expresses a willingness to become a confessing member of Bethesda within one year of hire
- F. Exhibits experience that reflects success working with children and supervising those who work with children
- G. Possesses strong organizational and communication skills, and an ability to recruit and train supervisors and volunteers
- H. Demonstrates a commitment to work in harmony with the Director of Children's Ministries
- I. References and background check will affirm qualification for this position

V. BENEFITS AND RELATED ISSUES

- A. This is a part time, non-exempt (hourly) position, compensation will be determined by the Personnel Committee based on qualifications.
- B. This position is budgeted for an average of up to 10 hours/week or 20 hours/bi-weekly period.
- C. Benefits and other employment issues are outlined in the Bethesda Employee Handbook.