

## **Nursery Coordinator MINISTRY DESCRIPTION**

ST. MATTHEW LUTHERAN CHURCH  
Walled Lake and Wixom, Michigan

### **I. PURPOSE:**

In response to Christ's love, with the Spirit's help, according to the Father's will and for God's glory, the Nursery Coordinator will work with the Minister of Youth and other staff to develop and maintain an ongoing, Christ-centered ministry to members of St. Matthew and will lead and enable St. Matthew Lutheran Church to faithfully fulfill her mission to make Christ-followers who are growing:

- UP with God
- IN community
- OUT with His love

### **II. RESPONSIBILITIES:**

The Nursery Coordinator, with advisement of “Children’s Ministry” and under the authority of the Minister of Youth, will assume responsibility for Nursery ministry as it relates to the “pass Jesus on to the next generation” core values (see attached list of core values) and ministries. More specifically this includes:

#### **A. Pass Jesus on to the Next Generation: Overall Responsibility**

- a. Working closely with the Minister of Youth in discerning and casting God's vision for the attraction, connection and transformation of children and their families, so that they may be equipped to bear spiritual fruit; assist in leading the fulfillment of that vision.
2. Working closely with the “Children’s Ministry”, “International Ministry”, “Sunday Morning Bible Class Opportunities”, “Life Basics”, and other ministries within the congregation to provide strategic, coordinated, age appropriate care and ministry as we fulfill various needs and partner with parents to disciple to the next generation (member and non-member) that prioritizes saving faith for each child entrusted to our care.

#### **B. Nursery Ministry**

1. Working closely with the Minister of Youth in developing and managing a growing, dynamic, Christ-centered, relationally based Nursery ministry to children and their families (member and non-member) at St. Matthew’s Walled Lake campus, specifically from birth to age three; designing it to help them grow closer to and more like Jesus.

2. Working with the Children's Ministry Team to organize, recruit, train, nurture, lead, and resource qualified, caring, paid and volunteer Nursery workers who radiate the love of Jesus.
3. Serving as the Nursery Ministry liaison on the Children's Ministry Team.

C. Administration

1. Work with the Minister of Youth and pertinent staff to prepare and administer the budget for the Nursery Ministry.
2. Work with the Minister of Youth to develop policies and guidelines for congregational use of the Nursery.
3. Work with the Minister of Youth to develop and implement strategies to recruit, hire, mentor, and maintain an effective, vibrant, motivated team of Nursery workers.
4. Work with the Minister of Youth to develop and implement written policies for paid and volunteer Nursery workers.
5. Develop a schedule for paid and volunteer Nursery workers.
6. Provide direct supervision of the Walled Lake Nursery workers, both paid and volunteer.
7. Meet regularly with Nursery staff to evaluate ministry effectiveness.
8. Develop, plan, and prepare activities to grow each child's relationship with Jesus for the nursery to use as a Christian based age appropriate curriculum.
9. Plan, prepare, and maintain a safe, clean, engaging Nursery environment for the children and their families.
10. Participate in regular Children's Ministry Team meetings.
11. Communicate and work with International Ministry to provide regular class scheduling and class sizes for the weekday IM nursery time.
12. Participate in Ministry Work Teams, as requested.
13. Performing other duties as may be assigned.

III. SUPERVISION AND BENEFITS

A. The Nursery Coordinator reports directly to and is under the authority of the Minister of Youth.

B. The Nursery Coordinator will semi-annually develop goals and objectives to be presented to and reviewed by the Minister of Youth.

C. The Nursery Coordinator is a part-time staff position (up to 20 hours per week for 31 weeks).

D. Compensation is set by the congregation upon recommendation of the Executive Board.

E. The Nursery Coordinator is subject to the conditions of employment outlined in St. Matthew Lutheran Church's "Congregational Personnel Manual."

Date: \_\_\_\_\_

Signature of:  
Nursery Coordinator \_\_\_\_\_

Signature of:  
Church Representative \_\_\_\_\_

Approved by Children's Ministry: 8/2013, Revised January 2019.

#### Mission Statement

*St. Matthew Lutheran Church exists to make Christ-followers who are growing:*

- UP with God
- IN community
- OUT with His Love

*This congregation shall strive to fulfill its purpose by the preaching of the Word of God, by the administration of the Sacraments, and by the religious instruction of youth and adults, according to the confessional standard of the Lutheran Church (Article III) and by fostering Christian fellowship and charity.*

#### Core Values

God has called St. Matthew Lutheran Church to:

1. **Believe** in Jesus as the only Savior  
(John 14:6; Acts 4:10-12)
2. **Live** as a Bible-based and Spirit-led people  
(John 16:13; 2 Timothy 3:16-17; Acts 2:38-39)
3. **Worship** God together  
(Colossians 3:16; Hebrews 10:24-25)
4. **Share** the love of Jesus  
(Matthew 28:18-20; Acts 1:8)
5. **Grow** closer to and more like Jesus  
(Romans 12:1-2; Titus 2:11-14)
6. **Serve** God with our gifts  
(Romans 12:4-8; 1 Timothy 6:17-19)
7. **Love** one another in caring communities  
(I Corinthians 13; Ephesians 4:15-16)
8. **Pass** Jesus on to the next generation  
(Deuteronomy 6:6-9; Proverbs 22:6)

*St. Matthew Lutheran Church  
Staff Values*

One

Lead a spiritually surrendered life

Moved by God's love in Christ, bring the gift of a self that is teachable and yielded to the Holy Spirit.

Approach your work and your life with Spirit-controlled hearts.

1 Tim.4:7; 2 Cor.5:14-15; Rom.8:5-6; 1 Cor.4:1-2

Two

Maintain an infectious, optimistic, and enthusiastic attitude

Ask the people with whom you work, "What can I do to help you?"

Expect to be a team player who has the best interests of the team at heart.

Deut.20:8; 1 Thess.5:11; Phil.2:1-5

Three

Engage coworkers in honest communication

Let's not allow things to go underground. Conflict resolution and meaningful communication must take place in an environment of openness and truth telling with courtesy and sensitivity.

Eph.4:25, 29

Four

Approach your work with intensity

Maintain a fervent and dedicated spirit that perseveres in the midst of difficulty.

Put your hand to the plow and don't look back!

Do all you can heartily and serve the Lord with fortitude.

Col.3:23-24; Phil.3:13-14

Five

Honor and value volunteers

Motivate and encourage the lay people around you by giving them words of encouragement and appreciation whenever you have an opportunity.

Write the note, make the call, give the gift that says,

"You and your ministry matter to God!"

1 Pet.2:17; Phil.1:3-6

Six

Keep one eye on eternity

Don't lose the big picture and God's ultimate desire and plan for the world, the church, your life and your ministry. Remember why you're in this.

1 Cor.15:58; Jer.29:11; Acts 20:24

Seven

Get on your knees

Pray for God's supernatural intervention in the life of this church, your family, your ministry and your personal walk with Jesus.

Humble yourself before God and expect Him to do great things as you seek to serve Him with all your might.

1 Thess.5:17; 1 Pet.5:6-7; Matt.21:21-22

IV. DESIRED QUALITIES:

1. Evidence the fruits of the Spirit.
2. Have a passion for young children and a personal style of "People-Structured".
3. Attend worship regularly (family and spouse also).
4. Practice a fervent personal devotion, Bible study and prayer life.
5. Boldly radiate the love of Jesus!
6. Evidence a high level of spiritual maturity.

DESIRED SPIRITUAL GIFTS should include:

1. Leadership
2. Administration
3. Shepherding
4. Teaching