

NURSERY MINISTRY LEADER

SUMMARY DESCRIPTION:

The Nursery Ministry Leader is the face of the Nursery Ministry for children three and under and their families. This person should be a committed Christian who enjoys welcoming people to the church and sharing the love of Jesus with both young children and their families. This person will be present on Sunday mornings checking in on the nursery several times between 8:30 to 12:30 to ensure that families are welcomed, oversee all caregivers (both Nursery Assistants and Volunteers), and ensure all policies and procedures are being followed. This person will also schedule caregivers at other times as needed (Wednesday Nights Together, Marriage School Childcare, etc.), stepping in to provide care when a volunteer is not found. This person should enjoy getting to know the families we are serving, welcome new families warmly, and enjoy working hands-on with the young children. This person should have strong skills in leadership, teaching, and administration.

QUALIFICATIONS:

- Have a clear testimony of faith in Jesus Christ and a call to this ministry position
- Be gifted in hospitality, administration, and leadership
- Have a high school diploma
- Be able to pass a complete criminal background check
- Have personal and/or professional experience working with young children and families

PRINCIPAL DUTIES:

1. The Leader will schedule both Nursery Assistants and Volunteers on a rotational basis for Sunday mornings, allowing all caregivers to rotate in their service to families and still enjoy personal time for worship. This person will also schedule caregivers at other times as needed (WNT, Marriage School Childcare, etc.), according to availability and preferences. It is the responsibility of the Nursery Ministry Leader to provide care when no other volunteer is available.
2. The Leader will move in and out of the nursery over the course of a Sunday morning, being present at the times of the arrival and transition of children, and other times as needed to care for children directly. The Leader will also circulate to be aware of any needs of families with young children elsewhere in the building.
3. The Leader will work with the Children's Ministry Leader and the Church Business Administrator to ensure that all caregivers understand, are trained, and are following current policies and procedures – including those of LPC Church, and those of the LPC Child Protection Policy. This includes making sure all volunteers go through background checks every 2-3 years.

4. The Leader will ensure that the nursery and family room are properly supplied and regularly cleaned and sanitized, according to guidelines given by the Children's Ministry Leader. This person may assign caregivers (Nursery Assistants or Volunteers) cleaning duties as needed. If cleaning or maintenance needs require the attention of a custodian, this person will contact the Children's Ministry Leader and/or the Church Business Administrator to make the requirements known.
5. The Leader will ensure that the family room is unlocked each Sunday morning, the light is on, and that the worship stream (audio/video) is working and being used properly. This includes making sure that audio/video is being reset to stream in the family room for each service. Should any technical problems arise, this person will inform the Children's Ministry Leader and/or the Church Business Administrator to make the problem is known.
6. The Leader will ensure that proper child/adult ratios are maintained in the nursery. These ratios are outlined in the LPC Child Protection Policy.
7. The leader will coordinate the transition of 3 year olds into Sunday School when they are ready and have the parents full knowledge and consent.
8. The Leader will ensure that the check in/check out sheet is properly used and inform the Children's Ministry Leader of new families who are attending.
9. The Leader will coordinate with the Children's Ministry Leader to ensure that parents and volunteers are informed of any serious communicable diseases that have been found to be present in the nursery. (i.e. Covid-19, conjunctivitis, roseola, etc.)
10. The Leader will ensure that the nursery atmosphere is conducive to learning about and experiencing the love of God. This includes ensuring that:
 - caregivers are warmly greeting parents and children as they arrive
 - caregivers introduce themselves to new parents and children
 - caregivers are interacting in a friendly manner with children, parents, and each other
 - caregivers understand their role as examples of Jesus
 - caregivers take their assigned part in teaching and sharing the Christian faith
 - caregivers are trained in and follow the policies and procedures outlined in the LPC Nursery Ministry Volunteer handout.
 - caregivers are actively and lovingly engaged in play and caring for the children under their supervision
 - caregivers are warmly greeting parents and saying goodbye to children as they leave

11. The Leader will be part of the Children's Ministry Team, attending monthly meetings to coordinate and collaborate with the broader ministry for children and families at LPC.

SUPERVISION: Reports to the Children's Ministry Leader and to the Children's Ministry Team

This is a part-time, exempt position
July 2022