

## **JOB DESCRIPTION**

### **Nursery Ministry Director**

#### **Purpose**

To provide a safe, loving, Christ-centered intergenerational environment for children ages birth through kindergarten and facilitate age-appropriate opportunities for spiritual formation within the nursery, that align with the vision of FPC.

#### **Desired Qualifications**

- Be a faithful follower of Jesus Christ with a willingness to be helpful and supportive of others in their spiritual journeys.
- Acceptance and agreement with the vision, mission statement, values, and goals of FPC Midland, including Staff Covenant.
- A bachelors in education that includes child development hours and one year working in a licensed center OR a directors certificate and at least two years working in a licensed facility
- Five years of experience in child care and two years of experience in child care supervision
- Effective interpersonal skills and communication skills.
- Possess a working knowledge of church software programs, such as Microsoft Office Suite, Google Suite, and Church Community Builder.

#### **Accountability**

The Nursery Director is under the supervision of the Christian Formation Pastor, and is accountable to the Executive Pastor and the Session.

#### **Relationships**

This position will require a close and positive daily working relationship with all members of the staff, Covenant Partners, guests and vendors. This person also serves as a staff resource for the Christian Formation Committee. The Nursery Director will directly supervise the Assistant Nursery Director and all Nursery Caregivers.

#### **Responsibilities**

- Provide ministry planning, communication and execution of formation opportunities for nurseries for childrens ages birth through kindergarten.
- Attend ministry group meetings as requested.
- Support FPC operational policies and all initiatives of the Session.
- Review and approve ministry group accounts payable requests and submit payroll for nursery staff.
- Work as part of the Christian Formation ministry team to develop cohesive ministry plans.
- Oversee the general maintenance and development of the church nursery.
- Provide quarterly safety training and staff development as well as annual CPR certification for all Nursery Caregivers.
- Evaluate and lead the visioning process for an expanded nursery caregiving ministry to staff and Covenant Partners.
- Work in partnership with our Early Childhood Education Center ministry.
- Design and implement curriculum/activities that guide age appropriate (3mos-5yrs) development helping to grow children physically and spiritually in God's love.
- Interview and hire Nursery Caregivers in conjunction with the Controller and/or Executive Pastor.
- Maintain Texas training certification for staff.

#### **Evaluation:**

09/19/22

The Director of Nursery Ministry is evaluated annually by the Christian Formation Pastor. This evaluation is reviewed by the Personnel Ministry of the Session.

## **TASK LIST**

### **Nursery Ministry Director**

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#### **Ongoing**

- Communicate with parents through emails, telephone calls, and social media posts.
- Prepare for special events, such as Easter, Christmas events, Prayer Services, Bible Studies, Conferences, etc.
- Recruit, equip, and train staff.
- Ensure Computer Check In stations are in working order and set up for events.
- Order supplies.
- Practical lesson plans that make it easy to engage with children and build relationships.
- Engage children's sense connecting learning concepts to everyday play.
- Individualized activities for infants and older toddlers.

#### **Weekly**

- Design and implement effective ministry opportunities for nursery age children.
- Responsible for ensuring all engagement materials are designed and printed when needed working in conjunction with the Christian Formation Coordinator and Communication Director.
- Attend staff meeting.
- Responsibility to ensure approved expenses are entered into the accounting system and credit card expense sheets.
- Collaborate with Christian Formation Pastor, High School Director, Children's Director, and Middle School Director where ministry intersects in order to build a cohesive ministry plan.

#### **Monthly**

- Attend ministry committee meetings.
- Review monthly financials for the Nursery Ministry.
- Have regular safety meetings and communication with nursery staff about best practices.
- Provide parents, staff, and supervisors with a regular daily schedule of group activities, individual/free playtime (outside and inside), bible/song storytime, clean-up, naps, and snacks.
- Develop, collaborate with a committee of parents; meet at least quarterly.

#### **Annually**

- Coordinate and assist with annual budget preparation.