

Nursery Director Job Description

The professional mission and purpose of the Nursery Director is to:

- Provide a welcoming and safe space for all children and infants through Preschool.
- Facilitate age appropriate opportunities for spiritual formation within the nursery.
- Coordinate nursery workers for all church activities.
- Support the ministry of Communion Chapel.

I. Duties

1. Creating and Maintaining a Welcoming and Safe Space for Children, Infants, and Preschoolers

- A. The Nursery Director is responsible for maintaining a clean, well organized, and welcoming nursery. Parents are to be warmly greeted and welcomed when bringing children to the nursery. Toys and activities should be accessible to all children when appropriate.
- B. The nursery is to be a place of joy, play, and friendship. Tables, toys and other surfaces are to be cleaned and disinfected after use. Bedding is to be washed when used. Soiled diapers will be taken to the outside dumpster.
- C. Special needs for each child must be noted and addressed with care.
- D. Supplies are to be organized and easily accessible to all workers and volunteers, including snacks, activities, diapers/wipes, and cleaning supplies. The office is to be notified when additional supplies are needed.

2. Spiritual Formation and Development

Age appropriate curriculum is to be used during Sunday School to teach Bible stories and introduce children to the Christian faith. Curriculum is to be selected in coordination with church staff and leadership. Any music or videos should advocate faith and obedience to Jesus when possible.

3. Coordinate Nursery Workers

Workers will be in the nursery on Sunday whenever the nursery is open.¹ The Nursery Director is responsible for coordinating nursery workers / volunteers on Sunday mornings and all extra services as requested (examples include Christmas Eve, Good Friday, Sunday evening activities, Funerals, special events).

4. Support the Ministry of Communion Chapel

- A. The Nursery Director is responsible for planning and leading Children's Worship time during the last half of Sunday morning worship for infants through 4 years old/PreK This includes preparing one activity from the curriculum and an age appropriate game. A volunteer from the congregation will assist.
- B. Communion Chapel provides a room where young mothers and those nursing children can enjoy the service in relative comfort and privacy.

¹ The number of workers that must be on hand is determined by the policy regarding the ratio of workers to children. See *Communion Chapel Children's Ministry Manual*.

The Nursery Directory shall ensure that the status of this room is checked regularly during the worship service. Problems with media, seating, snacks, or mothers and children are to be reported immediately to the pastors and Administrative Assistant.

- C. The Nursery Director is expected to support the overall ministry of Communion Chapel by planning and implementing various events throughout the year including but not limited to: Parents Night Out at least once per semester, an Easter Egg Hunt, Mission Possible Children's Activities, etc.

II. Accountability

The Nursery Director will be accountable to the Senior Pastor. The elders will also provide support, guidance, and evaluation. They will function as a personnel committee in this regard. A formal, yearly evaluation will be done each year in conjunction with the anniversary of the hiring date.

The Nursery Director will attend the New Members class. While the Nursery Director does not have to be a member of Communion Chapel, this person must understand the expectations for people in the fellowship.

The demands of the job may not allow for full participation and reception of Communion Chapel worship services offerings. The Nursery Director is required to be in regular fellowship and worship. Church leadership will regularly ask the Nursery Director about how worship and time in the word is being obtained if it cannot be received in Communion Chapel worship services.

III. Work Week and Time Away

The Nursery Director is expected to work in the nursery on Sundays from 9:00 a.m. – 1:00 p.m. The Nursery Director is also expected to work at additional church functions throughout the year if available. Time off should be arranged with the Pastor with at least two weeks notice for anticipated absences. The Nursery Director is responsible for organizing substitutes when absent.

IV. Compensation

The Nursery Director will be paid \$60/ Sunday morning, and \$15/hr for all other events.