

CHRISTIAN FAMILY CHAPEL

STAFF JOB DESCRIPTION

Job Title: **Kid's Ministry Nursery Coordinator**
Incumbent: Amanda Aldridge
Job Group/Class: Part Time (7-8 hr/wk)
Reports to: Director of Kid's Ministries ("DKM")
Date Prepared/Revised: 5/26

PRINCIPAL FUNCTION

Lead and coordinate CFC Kid's Nursery Ministry, with excellence in

- Children's safety and spiritual nurturing.
- Parent connection.
- Volunteer Team development and encouragement.

QUALIFICATIONS

1. Must have received Jesus Christ as his/her personal Savior and have demonstrated a practical submission to His Lordship in his/her life.
2. Must be (or become) a member of Christian Family Chapel in good standing and agree with and support the CFC Statement of Doctrine without reservation.
3. Practical experience in Kid's Ministry preferred.
4. Must be able to adequately demonstrate the skills necessary to organize and administrate as well as the ability to relate well to both parents and children.
5. Must be able to be flexible in tasks assigned as well as in hours given, in the context of a part time position.
6. Must be either a United States citizen or possess current authorization to work in the United States.

SPECIFIC RESPONSIBILITIES

A. Principal Function Focused Responsibilities

1. Implement a safety and security plan to ensure safety of children.
2. Implement a plan to establish and grow parent connection and confidence.
3. Implement an overall plan of volunteer management.

B. Children Focused Responsibilities

1. Prepare and resource volunteers for nurturing spiritual development in children.

2. Maintain Nursery attendance. Inform DKM of any significant attendance changes or trends.

C. Parent Focused Responsibilities

1. Initiate and encourage parent connections, particularly during transition times.
2. Prepare and distribute parent resources, if applicable.

D. Volunteer Focused Responsibilities

1. Lead and oversee all volunteer team serving in Nursery Ministry.
2. Assist DKM in recruiting of volunteer team in Nursery Ministry.
3. Schedule and supervise volunteer team in Nursery Ministry.
4. Assist DKM in training of volunteer team in Nursery Ministry. Oversee and monitor approved CFC Child Protection Policies and Procedures.
5. Plan and implement an appreciation/encouragement plan for volunteer team and paid team in Nursery Ministry.
6. Initiate ideas to grow and expand Nursery volunteer team.

E. Facilities Focused Responsibilities

1. Maintain current inventory of Nursery equipment and supplies.
2. Prepare an annual facilities and equipment assessment and recommendation for projected needs and improvements.
3. Maintain Nursery facilities and equipment with excellence, ensuring safety, cleanliness, and an inviting environment.

F. CFC/CFC Kids Responsibilities

1. Prepare for standard Nursery events and special events that include the Nursery.
2. Prepare, with flexibility and servant hood, to serve a wide variety of CFC events and programs needing Nursery Ministry support at various times.

GENERAL RESPONSIBILITIES

1. Participate in regularly scheduled Kid's Ministry Team meetings, representing Nursery Ministry.
2. Represent Nursery Ministry, children ages 0-2/3, and parents of nursery-age children in any special events developed within Kid's Ministry.

PERSONAL RESPONSIBILITIES

1. Maintain a vital and growing personal walk with the Lord through a consistent time in the Word and prayer.
2. Maintain proper biblical priorities in the home, especially those related to spiritual leadership, husband/wife, and parent/child.
3. Develop personal evangelism opportunities within and outside the church.

4. Maintain wise stewardship measures over resources. Financially support the ministries of CFC by faithfully giving as blessed by God.

ACCOUNTABILITY

His/Her performance will be formally evaluated at least annually by the Director of Kid's Ministries.