



Nursery Coordinator Responsibilities Hope of Christ Church

At Hope of Christ Presbyterian Church, we celebrate each child as a gift from God. Our prayer is that our nursery ministry would come along side parents to play an essential and influential role in making God's love real to these little ones. The goal of the nursery is to meet the physical, emotional, and spiritual needs of the youngest in our congregation, and those visiting Hope of Christ, in such a way that they will feel loved and valued.

Children's Ministry Vision Statement

We desire to encourage children to know their creator God and their need of redemption through the gospel of Jesus Christ. We work toward this goal by immersing them in Scripture and teaching them how to pray, worship, and learn to love their neighbors as they grow in their understanding of God's grace. We also encourage and support families through discipleship and offering practical support as they seek to instruct their children in the precepts of the Holy Scriptures.

Summary:

- Work collaboratively with the Children's Ministry Director to lead a nursery ministry and other Children's Ministry events that are gospel centered, age appropriate, and within the overall vision of Hope of Christ Children's Ministry and Hope of Christ at large.
- Must be a Hope of Christ member and approved by the Session
- When it is possible for Hope of Christ to have two (2) nursery coordinators – one to oversee staffing and scheduling and the other to oversee supplies – they will work collaboratively to lead the nursery ministry.
- Nursery Coordinators will serve for 3-4 years and then, when possible, be given the opportunity to step down or take a sabbatical.

Primary Duties:

- Oversee the scheduling and management of all nursery volunteers
- Plan and lead nursery portion of annual Children's Ministry Training in coordination with Children's Ministry Director
- Make sure nursery has needed supplies (e.g., snacks, cups, wipes, diapers, etc.)
- Make sure nursery is cleaned and safety checked
- Assist Children's Ministry Director in recruiting workers
- Communicate, as needed or at least monthly, with the Children's Ministry Director about any nursery-related issues and/or concerns
- Oversee nursery set up on Sundays – arrive before nursery workers are scheduled to arrive
- Make sure nursery is properly staffed on Sundays and check in with workers before going to worship service
- Welcome families with nursery age children to Hope of Christ
- Pass along any visitor information received on Nursery Information sheet
- Bi-annually evaluate toys by checking for safety and age appropriateness
- Thoroughly clean toys on a regular basis
- Coordinate childcare for Hope of Christ events, when needed
- Participate on Children's Ministry Team and attend their meetings and activities

Oversight:

- The Nursery Coordinator reports to the Session through the Children's Ministry Director