

# Ministry Description

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Nursery Director	Children	Nursery	(leave blank)
<b>Biblical Reference</b> <i>(List reference only)</i>		<b>Purpose of Position</b> <i>(Why this role is important in the life of the church)</i>	
Matthew 18:5		Oversees the entire Nursery ministry, creating a safe, caring and spiritually rewarding environment for babies 6 months through 24 months.	
<b>Ministry Description</b> <i>(List specific tasks; responsibilities of this position)</i>		<b>Desired results</b> <i>(Successful outcomes)</i>	
<ul style="list-style-type: none"> <li>• Lead and support the nursery workers and teachers</li> <li>• Oversee and assess the administrative tasks for each service, including: contacting volunteers, preparing curriculum and materials, setting up snacks, ensuring that the rooms are clean and ready for each service</li> <li>• Provide clear guidelines, training and expectations to leaders, as needed</li> <li>• Communicate openly with and follow the leadership of the Children's Pastor</li> <li>• Pray regularly for the nursery ministry</li> </ul>		<ul style="list-style-type: none"> <li>• Nursery volunteers are well- informed, unified and sufficiently prepared for each service</li> <li>• Children are actively engaged in play and activities</li> </ul>	
<b>Time Commitment</b> <i>(Arrival time; length of event; how often)</i>		<b>Length of Commitment</b> <i>(6,12,24 months)</i>	
1-2 hours on Sundays; additional planning time varies		12 months	
<b>Skills, Talents, Gifts, Qualifications</b> <i>(Help to support the ministry)</i>		<b>Meetings &amp; Training Opportunities</b> <i>(Needed or available to do this ministry)</i>	
<ul style="list-style-type: none"> <li>• Commitment to Christ</li> <li>• Gift in leadership and administration</li> <li>• Ability to communicate effectively</li> <li>• Heart for children</li> </ul>		<ul style="list-style-type: none"> <li>• Children's Ministry training</li> <li>• Monthly Children's Ministry Meeting (FROG)</li> <li>• Quarterly Building Harmony Meeting</li> <li>• CPR training is strongly encouraged</li> </ul>	
<b>Special Requirements</b> (audition, background check, attendance, classes, etc.) <b>or Notes:</b>			
<ul style="list-style-type: none"> <li>• Background check</li> <li>• Regular attendance at Harmony for at least 6 months</li> <li>• Welcome to Harmony class</li> <li>• Personal interview with Children's Pastor</li> </ul>			
<b>Responsible to:</b> Shannon Le Grand, Children's Pastor		<b>Ministry Connector:</b> Jenny King	
<b>Date Ministry Description Completed</b>		1/09	