

**SAMPLE
NURSERY COORDINATOR
MINISTRY DESCRIPTION**
Date



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GENERAL

1. Attendance is required at all weekend services and at least one midweek service a month when not directly involved with program. Listening to podcasts or CDs of missed messages is recommended.
2. The Nursery Coordinator is accountable to the Children's Ministry Director.
3. Complete "Ministry AIMS" assigned by leadership.
4. Email weekly "Communication Report" to CM Director by 5:00 pm Tuesday.
5. You will have a quarterly "EQUIP" Session with the CM Director.
6. Participate in Children's Ministry workshops, events, and fellowships.
7. Use Ministry Report forms to communicate needs of people.
8. Agree to keep the Honor Code.

SCHEDULING

1. Schedule one Lead Caregiver for each service. Schedule two to three Assistant Caregivers to help the Lead Caregiver. Also schedule registration volunteers.
2. Email the next month's schedule to the church office by the third Sunday of the month for printing. Give the schedule to all workers on the last Sunday of the month. If a volunteer works in another area of the church, it is their responsibility to communicate which service they will be available for each area.
3. Volunteers are responsible to find their own replacements within their department and then to notify you. If a replacement can't be found by the volunteer, you will be responsible to find one for them.

CLASSROOM SET UP

Please arrive at 8:00 am to begin set up. Registration begins at 9:15. Children of parents serving in other areas of ministry can register at 9:00 am. Caregivers need to be at the church at 8:45 am when they are on the schedule.

TRAINING VOLUNTEERS

1. When a new person is interested in volunteering, have them fill out an application and turn it in to the church office.
2. Let them know they can visit a class before making a commitment. Make an appointment with them as a classroom visitor and make sure you talk to them after class to answer any questions.
3. Meet with them in person and go over the Nursery handbook together.
4. Provide classroom training until they feel comfortable with their responsibilities.

CURRICULUM & RESOURCES

1. Along with the schedule, give Lead Caregivers any curriculum they will be teaching for the month.
2. Work a month ahead of time to request any supplies that need to be purchased.
3. Be sure that each child takes something tangible home to their parents (craft, prize, certificate, etc.). This not only builds self-esteem in children, but it also gives the parent something to start a conversation on about their class.
4. Make sure the Registration volunteers have their file box filled with supplies to register the children. Each week they are to fill out the "Note to Parents" for each child.

OTHER

Be willing to do anything else that the Pastors ask of you.