



Nursery Ministry Coordinator

The Nursery Ministry Coordinator is a part-time position (5 – 10 hours a week) responsible for overseeing event childcare (Sunday, Monday & Wednesday worship and special events), new life ministries, curriculum development and classroom planning for infant and toddler age education.

Job Duties:

Nursery Childcare

- Train and certify paid and volunteer nursery staff.
- Schedule volunteers and paid staff members.
- Ensure appropriate staffing for all required events.
- Ensure environment welcoming to children and instilling confidence in parents.
- Clean and organized toys and supplies in the Nursery and the Quiet Room.

New Life and Baptism Ministries

- Provide vision and direction for ministries to new and expecting parents.
- Inform parents of resource enabling them to faithfully enjoy worship and education as a family.
- Maintain worship bags for young children and Worship tool kits.
- Maintain Baptismal Milestone gift bag materials. Help facilitate Baptismal Milestone and Welcome to Worship Milestone.

Nursery-Age Curriculum Development and Faith Formation Planning

- Prepare Biblical and engaging lessons for nursery and preschool (up to age three) children.
- Coordinate with the Director of Faith Formation to provide cohesive educational opportunities for children and families of all ages.
- Manage the Nursery and New Life Ministry budgets

Requirements:

- Have an active church membership, and show evidence of a Christian character.
- Have an excitement and commitment to the vision and mission of Bethany Lutheran Church.
- Be a team-player who can work effectively with other members of the church staff.
- Early Childhood degree or certification preferred.
- Experience with children, teaching and administration and volunteer scheduling
- Proficiency in Microsoft Office programs
- Excellent communication and organizational skills
- Good interpersonal relationships with parents, children and staff.
- Passion for serving children and families.
- Vision for helping families experience Christ and grow in their relationship with God.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.