

**NURSERY DIRECTOR  
JOB DESCRIPTION (Part-time)**

**JOB SUMMARY**

The Director of Nursery will report to and assist the Director of Early Childhood or Children's Pastor in the supervision of all activities and ministries that pertain to early childhood facilities and care for children birth – age 2. The supervision entails proper coordination and care for children who are in attendance on Sunday A.M., Sunday P.M.

**DUTIES AND RESPONSIBILITIES**

**GENERAL ITEMS**

1. To recruit and train volunteers for the nursery through toddler classes for Sunday A.M. and Sunday P.M. Ensure that volunteers adhere to all childcare policies.
2. Ensure that the nursery, toddler, and mother's room are clean. Make sure all laundry is clean and ready for use. Ensure that all toys and equipment are clean and sanitary. Ensure that the nursery/toddler room, and mother's room have the necessary supplies (i.e.: diapers, rubber gloves, wipes, Kleenex, snacks, etc.).
3. Supervise on Sunday A.M. and Sunday P.M.  
Weekday preparations and care:
  - Follow up on newcomers.
  - Acknowledge birthdays of children and volunteers in your dept.
  - Contact children who are ill or absent by a card or call.
  - Visit the new mothers and babies with the Early Childhood Director or Children's Pastor.
  - Submit contact sheet to Children's Pastor of contacts made during the week.
  - Maintain proper facility care for the nursery and toddler classes.
  - Recruit a team to decorate and maintain the nursery, and toddler rooms.
  - Recruit and train leadership for the nursery, and toddler rooms.
  - Be in contact with volunteers by reminding them of their assignment and giving support and encouragement.
4. Communicate regularly with the nursery leaders of Wednesday Night, Sunday Morning and Sunday Night to cast vision and update on new policies for a particular age group.
5. To coordinate visit with parent(s) of new babies and have a prepared gift bag.
6. To assist in creating a friendly and safe atmosphere for children and workers.
7. To attend the nursery and preschool leadership meetings.
8. To update worker list and mail to leaders and assistants with a letter.
9. To promote children to their new class as necessary.

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10. To update nursery attendance books.
11. To make preparations and promote for baby dedication/baptism.

**ACCOUNTABLE TO**  
Children's Pastor

**OTHER**

An extremely important aspect of this position is the spiritual character and integrity of the individual who fills it. He/she shall be a team player, possess spiritual sensitivity, maintain a positive attitude, and exhibit these qualities in everyday life.

## **SANCTUARY ALTAR WORKERS JOB DESCRIPTION**

### **JOB SUMMARY**

The Sanctuary Altar Workers are responsible to provide prayer support and assistance to seekers at our altars.

### **DUTIES AND RESPONSIBILITIES**

#### **GENERAL ITEMS**

1. To pray with seekers at the altar.
2. To move forward immediately to pray with a seeker (preferably of the same gender). To try to make every seeker feel the prayer support of other Christians who care.
3. As you approach the seekers to pray with them, try to sense the mood. If they are in a deep prayer time, pray silently beside them and do not break their conversation. If the time is appropriate, mention that you are there to help and ask who you can pray for today?
4. If they share their need, help them pray and offer the help and support they need. If they express a desire to pray alone, remain beside them praying quietly on their behalf.
5. To be sensitive to needs such as if the pastor alerts you with a nod that he needs you to pray with someone.

**ACCOUNTABLE TO**  
Congregational Life Pastor

#### **OTHER**

An extremely important aspect of this position is the spiritual character and integrity of the individual who fills it. He/she shall be a team player, possess spiritual sensitivity, maintain a positive attitude, and exhibit these qualities in everyday life.