

WHITE MEMORIAL PRESBYTERIAN CHURCH

Raleigh, North Carolina

Coordinator of Nursery and Newborn Ministries

Reports to: Director of Young Children's Ministry
Effective:
Directly Supervises: Nursery Staff
Status: Part-Time (20% or 8 hours/week [2-3 hours office and 5-6 hours remote])
FLSA: Exempt

Job Summary

The Coordinator of Nursery and Newborn Ministries helps create a safe and welcoming environment in the Nursery, oversees the work of the Nursery Staff and volunteers, and coordinates ministry to families with newborns.

Essential Functions:

Nursery Ministry:

- Maintains a calm and secure presence among the nursery rooms.
- Maintain the attendance sign-in notebooks, making sure a sufficient supply of sign in sheets and appropriate Safe Sanctuary Forms are in the notebooks. Check to see that parents are providing all necessary information
- Prepares nursery schedules for paid staff on Sunday mornings and all other church events requiring childcare. Maintains changes as directed for Sunday mornings as well as special events.
- Ensures there are a sufficient number of nursery volunteers for each Sunday morning.
- Works with Director of Young Children's Ministry to ensure there is a staff presence on Sunday mornings for children, families of children, and children's ministry volunteers.
- Assists with the selection and hiring of Nursery Staff team members.
- Works with Finance Manager to submit necessary payroll documentation in a timely manner.
- Collaborates with Director of Young Children's Ministry to maintain and update the *Baby/Toddler Faith Formation Resources*.

Newborn Ministry:

- Coordinates visits to families with newborns with Associate Pastor of Family Ministries and Director of Young Children's Ministry.
- Provides support for Growing Families diaconate team as requested by Director of Young Children's Ministry.

Other Responsibilities:

Performs related duties as requested.

Minimum Qualifications:

Associates Degree, or 2 years with an equivalent combination of education and experience. Microsoft Office experience required. Ability to learn church database.

Core Competencies:

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

Hospitality/Accessibility: Generates a sense of hospitality and or accessibility by his or her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.