

HOPE PRESBYTERIAN CHURCH

7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

FAMILY MINISTRY NURSERY & PRESCHOOL COORDINATOR (*“WIGGLY WORSHIPPERS” COORDINATOR*)

Purpose

To partner in ministry with the Director of Family Ministries by:

- 1) providing vision and oversight on Sunday mornings for our “Wiggly Worshippers” Ministry;
- 2) recruiting, training, managing and shepherding all Nursery and Preschool volunteers on Sundays;
- 3) building up parents who are raising young children at Hope Church,
- 4) warmly welcoming and communicating with new families on the way.

Characteristics and Qualifications

- a. A growing personal relationship with Jesus Christ.
- b. Passion and understanding for the unique developmental needs of infants - preschoolers.
- c. Desire to help children and their families grow in their relationship with God.
- d. Ability to relate to a variety of ages and stages with warmth and compassion.
- e. Teaching or childcare experience and college degree preferred.
- f. Possessing strong organizational skills.
- g. Possessing effective communication skills.

Roles and Responsibilities

1. Volunteer Shepherding (40%)
 - a. Recruit and Train at least 2 capable adults for each “Wiggly Worshippers” room, each hour of programming on Sunday mornings.
 - b. Create a system to manage the volunteer rotation and easily find subs.
 - c. Welcome and affirm volunteers, checking on their class throughout the morning.
 - d. Communicate with volunteers on a regular basis, reminding them of their days to serve, equipping them with plans for the day, and encouraging them with purposes of ministry.
 - c. Celebrate volunteers in creative ways, so the greater church can see what’s happening, including “April Appreciation month”.
2. Curriculum and Supplies (30%)
 - a. Choose and create curriculum that equips young hearts to be worshippers of Jesus too.
 - b. Help gather, assemble, organize and set up supplies and resources needed for each room.
 - c. Create a schedule in the rooms that help young hearts become familiar with prayer, The Bible, singing and building friendships, even at such young ages.

- d. Decorate and fill the rooms with colorful, developmentally appropriate pictures, toys and activities that point kids to Jesus.
- e. Communicate any purchases needed to Family Ministry Program Assistant.
- f. Be mindful of social media moments by gathering and sharing photos with the Family Ministry Program Assistant each week.

3. Relationship Building (30%)

- a. Be fully present on Sundays to warmly engage with families and put kids and parents at ease.
- b. Make occasional phone calls or send texts to encourage parents about their kids' spiritual growth.
- c. Work with the Family Ministry Program Assistant to keep rosters updated and contact information accurate.
- d. Attend weekly meetings with the Family Ministry Staff Team on Sunday mornings.
- e. Attend ALL STAFF meetings, once a month, as you are able.
- f. Provide Leadership in scheduling childcare services for larger Family Ministry and church events like VBX, KWAM, Christmas Eve and Easter services.

Relationships

This is an 18 hour per week position.

This position reports directly to the Director of Family Ministries and works closely with Family Ministry Program Assistant. The Family Ministries and Hope Shores Program Assistant will also partner with other staff and ministry departments of Hope Church as needed.

September 5, 2019