

Nursery Ministry Director

If you are interested, contact the Family Ministry at 205-776-5389 or send resumes to jshaw@briarwood.org

I. POSITION SUMMARY

The Director is responsible for leading and implementing the nursery ministry by creating a safe and nurturing environment, hiring/developing staff, developing a robust volunteer system, maintaining Ministry Safe protocols, and coordinating with church wide ministries to regularly provide nursery for young parents who have nursery/pre-school age children. There are many events that partner with the nursery ministry including Sunday morning and evening worship services, Wednesday Mid-Week, weekday bible studies and drop-ins, VBS, Global and National Missions Conferences, Missions teams meetings, and other special events.

II. POSITION REQUIREMENTS

EDUCATION/EXPERIENCE: College graduate; experience in management and leading teams. Also preferred experience in working directly with infants and toddlers.

KNOWLEDGE: An understanding of Biblical and Presbyterian theology; understanding of the basic characteristics and needs of children; and understanding of how to effectively communicate with members and the ministries of the church.

SKILLS: Leadership; administration; management; able to recruit, train, equip, and motivate staff to effectively serve; and ability to communicate and work well with people.

III. POSITION RESPONSIBILITIES

MANAGEMENT: Hiring, leading, developing, and scheduling between 30-40 staff. Also communicating effectively with church wide ministries and members through phone, e-mail, and website registrations.

CURRICULUM DEVELOPMENT: Creating and updating regularly our VBS, monthly skits, and Sunday morning curriculum.

TRAINING: Keeping staff up to date with Policy & Procedures, CPR training, Ministry Safe Protocols, DHR abuse & other safety prevention training.

RECRUITING: Recruiting, organizing, and deploying nursery volunteers for all Nursery events particularly Sunday morning nursery volunteers and 2 & 3 year old Sunday School teachers.

ORGANIZING: Providing clean office, rooms, toys, and purchasing supplies as needed.

COMMUNICATION: Regularly meets with Family Pastor to discuss any rising needs, new initiatives, changes in Policy or Procedures, or employee needs.