



LAKE ELMO, MN

OPPORTUNITY PROFILE

Nursery Coordinator

HISTORY

In 1968 ten families took a leap of faith and began praying over their shared dream of establishing a church in the northeast suburbs. They began meeting for worship at an elementary school in 1969. Lakewood Evangelical Free Church was officially chartered by the State of Minnesota and formally recognized as part of the Evangelical Free Church of America in 1972. A search for a permanent home resulted in the construction of a portion of our former facility, which was completed in the spring of 1973.

As Lakewood's people lived out their commitment to minister to the surrounding community, the congregation experienced significant growth during the 1980's. Space was proving to be inadequate for the quality ministries the church sought to provide. The decision was made to expand the facility to accommodate the additional growth that was anticipated. Phase I of a new addition was completed in 1986. When it came time to consider the second phase, it became apparent that the current site was too small.

If Lakewood was to continue to expand its ministry and enlarge its impact on the surrounding community, a new location was needed. Recognizing the future need, the faithful people of Lakewood voted in 1996 to purchase 108 acres of land and relocate to a larger property in Lake Elmo that offered nearly unlimited potential for future ministry. Through the prayers and sacrificial giving of the people of Lakewood, God miraculously provided the \$1 million needed to purchase the land. After many years of working with the city, our new facility was completed and our first Sunday was held in July of 2007. The church also changed our name from Lakewood Evangelical Free Church to Rockpoint Church prior to our move so that we would be ready to launch our ministry into a new region.

Countless prayers and sacrificial giving of time, talents and treasures has been a rich history of our church. Based on God's faithfulness in our past, our humble dependence on Him, our leadership has felt the prompting of the Holy Spirit to pursue a new work of God locally and globally. As we now embark on the future of Rockpoint with God's vision, we believe that God will do a new and fresh work in the lives of each person, our community, the Northeast Metro area of the Twin Cities, our nation and around the World.

We invite you to visit the church web site www.rockpoint.church where you will find more information about Rockpoint Church. Our Mission is to Multiple Disciples through a Healthy Church. Our Discipleship Model is to help people move from knowing Jesus, to grow in Him and help others do the same.

GOVERNANCE

Rockpoint Church is part of the Evangelical Free Church of America. We are congregationally

led. What that means for us is that we bring before the church membership the following items for approval by majority: The annual budget, placement of Senior Pastor, Elders, Deacons and, according to our by-laws, the sale of properties. Our Elder Board are made up of men only. Both men and women serve on the Deacon Board.

The Senior Pastor is a voting member of the Elder Board and is accountable to the Elders of the Church. Based on our newly adopted governance, the Executive Pastor serves as a non-voting member of the Elder Board and oversees all of the staff. He directly reports to the Senior Pastor. Our Elder Board is responsible for the overall direction and spiritual life of the church however, once the vision and direction is established, Board allows the Pastoral staff, under the direction of the Senior and Executive Pastor to implement the vision.

SUMMARY

As Rockpoint Church continues to grow, we are constantly welcoming new, young families in our midst. The first impression of our nursery is huge, because if young parents don't feel confident dropping their babies off in our nursery, or do not feel their child was well cared for during their time with us, they most likely won't be back. It is vital that we provide an environment that is not only safe, clean and well-staffed but it is also loving and welcoming. These little ones are getting their first impressions of what it means to come to church, and we want their earliest experiences to be of a place where they are safe, loved and have fun! The Nursery Coordinator is the champion of this vision.

The Nursery Coordinator will come alongside the Rockpoint Kid's Team in the continued focus of:

1. Providing quality nursery care for children ages 0-24 months.
2. Recruiting, training and developing nursery volunteers.
3. Creating and maintaining a standard of care which allows young parents to fully engage in worship or other church ministries knowing their child is receiving a high quality of care.

WHAT WILL YOU DO IN THIS ROLE?

- **Leadership**—provide primary leadership to all areas related to our nursery (infant-24 months) ministries. This includes Sunday mornings, Awana, weekday programs and VBS. Oversee and steward wisely the nursery budget. Continue to be a learner by reading materials or participating in training opportunities that would further equip and energize you for this role.

- **Relationships**—build relationships with the babies, their parents and ministry volunteers. Connect through conversations, prayer and interactions both during and outside of ministry hours. Be available and present in your ministry area. Be knowledgeable of helpful resources and assure both parents and volunteers that they are known, valued and seen.
- **Communication**—communicate regularly with parents and volunteers through texts, emails, calls or social media posts. Answer questions and clarify procedures as needed. Care enough to confront by having the more difficult conversations when accountability or correction is needed. Celebrate new births and provide a welcome packet for new families.
- **Volunteer development**—work closely with other staff in onboarding and training volunteers. Train volunteers in nursery protocols and procedures. Provide feedback regarding their role in the nursery. Encourage them and remind them often of our mission and vision.
- **Curriculum**—give input into the selection of schedule and curriculum (when used) and its implementation in your ministry area. Purchase curriculum and the necessary supplies needed for the various nursery programs. Make sure volunteers have access to lessons, equipment and supplies.
- **Environment**—ensure that nursery areas are welcoming and ready to go when ministry begins. Communicate with the facilities team regarding room set up, cleaning and repairs. Support our volunteers by providing a clean and organized room that is ready upon arrival.
- **Safety**—be familiar with and enforce the policies outlined in our Rockpoint Kids Team handbook. Use best practices when it comes to staffing, ratios, and awareness of what is happening in the ministry rooms.
- **Teamwork**—serve as a member of the Rockpoint Kids Team and contribute to the overall vision not only of the children’s ministry but also of the church. Participate in Child Dedication classes for the purpose of introducing our families to our nursery ministries. Serve as needed for “all hands-on deck” programs such as Christmas, Easter or other special events. Attend weekly Rockpoint Kids Team meetings and 1:1 supervisor meetings.

WHAT DO YOU NEED TO EXCEL IN THIS ROLE?

- Great people skills—especially a warm and welcoming personality, as well as the ability to encourage, equip and manage a team of volunteers
- Routinely takes initiative and always looks for ways to improve our nursery ministry.
- Able to identify and anticipate problems and find creative solutions

- Committed to the mission, vision and worship style/philosophy of Rockpoint Church
- A willingness to learn and use our systems such as Planning Center Online, Microsoft Teams and Leadr.
- Flexibility and the attitude of a learner who can always discover more through resources, training and networking.

WHAT SETS YOU APART?

- You are relational – you can't wait to meet young parents and love their babies.
- You are consistent – you are faithful in providing quality care to our infants every time and ensure that our nursery staff follows best practices in accordance with our policies and procedures.
- You are compassionate – you realize new parents are protective and somewhat fearful of leaving their little ones. The parents, as well as their babies, need to be comforted and reassured.
- You are a relator – you know how to build relationships with the Rockpoint Kids Team, your volunteers and your families
- You are an initiator– you don't need to be told to make changes to improve our nursery ministry. You take ownership and action
- You are a team player – you know how to collaborate and influence others without bulldozing. You also take your role as member of the Rockpoint Kids Team seriously and embrace the larger mission and vision of Kids Ministry at Rockpoint.

REPORTS TO

- Wendy Dean, Pastor to Children and Families

HOURS & COMPENSATION

- Part-time exempt employee (15 hours/week)
- Salary commensurate with experience based on fair market value of position

APPLICATION PROCESS

To get to know you better, please provide a resume/cover letter with enough information so that the breadth of your experience is understood. Although formal experience is not necessary for this position, anything you can tell us about ways you have been involved in church ministry, as well as your experience in caring for children is helpful. Please include some information about your family and your love for and desire to serve the local church.

Submit these responses (in WORD or .doc format) along with your resume to: Wendy Dean, Pastor to Children & Families at wdean@rockpoint.church



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