



Job Description: High Point Church Nursery Coordinator

Department: Kids Ministries Team

Location: High Point Church, Madison, WI

Job Title: Nursery Coordinator

Reports To: HPC Director of Kids Ministry

Classification: Part-Time, Hourly Position

Works alongside: Early Childhood Coordinator, Check-in Staff, Church Business Director, KidsMin Volunteers, and all other ministry staff

OVERVIEW

The Nursery Coordinator provides overall leadership to the Nursery Ministry of High Point Church. This role's main responsibilities are providing vision, staffing, and ensuring all volunteers understand and are equipped for their role, and are aware of the crucial impact they have in the children's lives who participate in High Point Church's Kids Ministry. The Nursery Coordinator must have a passion for excellence and the genuine transformation of kids and parents.

SPIRITUAL REQUIREMENTS

- Confesses Jesus Christ as Savior and Lord.
- Able to share with others a clear testimony of Christian faith.
- Has consistent discipline in their devotional life in worship, prayer, Bible study and reflection.
- Obeys the Scriptural directives for growth and development of an individual Christian life, demonstrating the fruit of the Spirit and attitudes and actions of "servant-leadership" as indicated in the life of Jesus and throughout Scripture.
- Embraces Scriptural standards for behavior and attitudes in both physical and digital spaces.
- Pursues a vibrant relationship with the triune God through engagement with Scripture, prayer and worship, both individually and in community.
- Develops self-leadership: growing in self-awareness, self-management, relational integrity, and healthy practices including rest.
- Agrees substantially with the Articles of Faith, Constitution and By-laws of High Point Church.

CHARACTER

- Relationally warm, respectful and helpful towards others, treating people courteously and diplomatically.
- Demonstrates the High Point Church staff values of honesty, respect, integrity, humility, loyalty, positive attitude/ solution focused and commitment to excellence.
- Has a deep sense of responsibility for and commitment to the High Point Church mission, vision and values.

EDUCATION AND EXPERIENCE

- Experience with children 0-2
- Experience with leading volunteers
- Helpful: Google Suite or Adobe Suite

PURPOSE

- Be the primary vision-caster for the Nursery team.

- Recruit, direct, and encourage Nursery teachers, assistants, and staff.
- Be the Nursery staff lead for Sunday services.
- Ensure that each Nursery volunteer is prepared and trained to serve.
- Attend ministry/training meetings as invited to function on the larger HPC staff team
- Regularly attend a Sunday morning service.
- Work to reproduce yourself (raise up future Kids Ministry leaders).
- Co-lead Child Dedication classes with the Director of Kids Ministry.

STAFFING

- Ensure that the Nursery team is fully staffed for all services.
- Work with Team Leaders, Director of Kids Ministry, and other KidsMin leaders to build volunteer teams.
- Assist in staffing events that require Kids Ministry programming or childcare.

SKILLS AND EXPECTATIONS

- High Point Church member (or working towards) who shares our values and vision for ministry and regularly nurtures their own spiritual growth.
- Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, create and maintain systems, and motivate others.
- Ability to work independently or as a member of a team
- Ability to appropriately prioritize tasks, work well under pressure, and meet deadlines.
- Ability to create and operate within a budget.
- Able to handle information in a confidential and professional manner with accuracy.
- Able to learn things quickly and self-teach.
- Sincere humility, a teachable spirit
- Demonstrated interpersonal, verbal, and written communication skills, including strong listening skills
- Takes initiative and is proactive.
- Ability to grasp a vision. Asks clarifying questions to get to the meaning and purpose of events, structures, systems, etc.
- Must be able to work respectfully and in harmony with fellow staff, volunteers and High Point Church members, attendees and new guests.
- Ability to lead 30-40 volunteers.
- Must be able to sit and stand for extended periods of time and be able to lift objects up to fifty pounds.

TIME

- 15 hours per week
- Sunday: ~4 hours

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.