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4. Nursery Coordinator Job Description

(Church Name)

Description:

Job Title	Nursery Coordinator (Paid or Volunteer)
Department	Children's Department/Nursery
Supervisor	Children's Pastor or Children's Ministry Director
Church Membership	Required
Spiritual Level	Moderate - Mature
Spiritual Gifts	Compassion, encouragement, administration
Talents/Abilities	Dependable, friendly, enthusiastic, creative, organized, relates well with volunteers, relates well to children

Time Commitment	Up to 6 hours on Sunday. Two or more hours during the week
Duration of Commitment	Minimum of one year.

Duties and Responsibilities:

- Pray for the volunteers and the children.
- Attend ongoing Children's Ministry training and meetings when necessary.
- Take training in First Aid and CPR.
- Complete a background check.
- Attend monthly Children's Ministry leadership team meetings.
- Oversee the nursery department including toddler classes.
- Support the Children's Pastor/Director regarding policies and procedures.
- Recruit volunteers to serve in the nursery and toddler classes during Sunday morning and during other church related events.
- Develop a good relationship with volunteers.
- Demonstrate a positive and friendly attitude with the parents and the children who are in your care.
- Wash any soiled linens.
- Collect attendance sheets each week and give the attendance sheets to the Children's Pastor/Director.
- Substitute if needed in a classroom.
- Report to the Children's Pastor/Director of an absence or a volunteers absence.
- Report needs and concerns to the Children's Pastor/Director.
- Report needed supplies to the Children's Pastor/Director (wipes, paper towels, diapers, etc.).
- Report damaged toys/equipment or safety hazards to the Children's Pastor/Director.
- Wear identification name tag or special Children's Ministry shirt when serving.
- Keep rooms looking neat, clean, and sanitized.

Biblical Topics:

Children

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5. Nursery Teacher (Volunteer) Job Description

Description:

Job Title	Nursery Teacher/Volunteer
Department	Children's Department/Nursery
Supervisor	Nursery Coordinator (If there is no NC then this position would report to the Children's Pastor/Director)
Church Membership	Required
Spiritual Level	Moderate
Spiritual Gifts	Compassion, encouragement
Talents/Abilities	Dependable, friendly, enthusiastic, creative, organized, ability to work with other volunteers, relates well to children

Time Commitment	Two hours on Sunday.
Duration of Commitment	Minimum of one year.

Duties and Responsibilities:

- Pray for the babies.
- Attend ongoing Children's Ministry training and meetings when necessary.
- Take training in First Aid and CPR if necessary.
- Complete a background check.
- Notify Nursery Coordinator at least one week in advance of an absence.
- Demonstrate a positive and friendly attitude with the parents and the children who are in your care.
- Explain security and sign in procedures with new parents.
- Label all diaper bags and children's belongings.
- Keep record of attendance each week and give the attendance sheet to the Nursery/Toddler Coordinator.
- Supervise children closely in the classroom, attending to their needs when necessary.
- Stay in the classroom at all times when children are under your supervision. Never leave a child unattended in the classroom. Never put more than one child in a crib.
- Change diapers as needed according to the diaper changing procedures.
- Demonstrate good hygiene and wash hands immediately after changing diapers, wiping noses, and serving snacks, etc.
- Page or contact parents in the worship service when a child is having difficulty in the classroom or is in need of parental care.
- Clean and sanitize all toys before putting them away after every Sunday morning.
- Keep room looking clean and neat.
- Prepare and guide Bible learning activities from the provided Bible curriculum when necessary.
- Report damaged toys/equipment or safety hazards to the Nursery/Toddler Coordinator.
- Report needed supplies to the Nursery/Toddler Coordinator (wipes, paper towels, diapers, etc.).
- Wear identification name tag or special Children's Ministry shirt when working in the nursery.
- Leave room in good condition after serving.

Biblical Topics:

Administrative and Organization

Children

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2. Elementary Coordinator (Volunteer) Job Description

Related Media

Description:

Job Title:	Elementary Coordinator
Department:	Children's Department/Nursery
Supervisor:	Children's Pastor/Director
Church Membership:	Required
Spiritual Level:	Moderate - Mature
Spiritual Gifts:	Compassion, encouragement, administration
Talents/Abilities:	Dependable, friendly, enthusiastic, creative, organized, relates well with volunteers, relates well to children

Time Commitment:	Up to 6 hours on Sunday. Two or more hours during the week
Duration of Commitment:	Minimum of one year

Duties and Responsibilities:

- Pray for the volunteers, and the children.
- Attend ongoing Children's Ministry training and meetings when necessary.
- Take training in First Aid and CPR.
- Complete a background check.
- Attend monthly Children's Ministry leadership team meetings.
- Oversee the elementary department Kindergarten - 6th grade.
- Support the Children's Pastor/Director regarding policies and procedures.
- Recruit volunteers to serve in the classrooms during Sunday morning and during other church related events.
- Follow child: teacher ratios when scheduling volunteers to serve.
- Develop a good relationship with volunteers.
- Demonstrate a positive and friendly attitude with the parents and the children.
- Collect attendance sheets each week and give the attendance sheets to the Children's Pastor/Director.
- Substitute if needed in a classroom.
- Report to the Children's Pastor/Director of an absence or a volunteers absence.
- Report needs and concerns to the Children's Pastor/Director.
- Report needed supplies to the Children's Pastor/Director (wipes, paper towels, Kleenex, crayons, markers, etc.).
- Report damaged equipment or safety hazards to the Children's Pastor/Director.
- Wear identification name tag or special Children's Ministry shirt when serving.
- Keep rooms looking neat and clean

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[Lisa Goodyear](#)



Lisa Goodyear holds a Master of Arts degree in Christian Education, with a focus in Children's Ministry, from Dallas Theological Seminary. She has over twenty-three years of local children's ministry, as well as an extensive background in early childhood education and international ministry to chil... [More](#)

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[Home](#) > [Childrens' Ministry Job Descriptions - Samples](#) > 3. Elementary Teacher (Volunteer) Job Description

3. Elementary Teacher (Volunteer) Job Description

Related Media

Description:

Job Title:	Elementary Teacher
Department:	Elementary Department
Supervisor:	Elementary Coordinator (If there is no EC then this position would report to the Children's Pastor/Director)
Church Membership:	Required
Spiritual Level:	Moderate- Mature
Spiritual Gifts:	Compassion, encouragement
Talents/Abilities:	Dependable, friendly, enthusiastic, creative, organized, ability to work with other volunteers, relates well with children

Time Commitment:	Two hours on Sunday
Duration of Commitment:	Minimum of one year.

Duties and Responsibilities:

- Explain security and sign in procedures with new parents.
- Make sure children and parents have the appropriate identification.
- Keep record of attendance each week and give the attendance sheet to the Elementary Coordinator.
- Have all supplies in the classroom prior to class.
- Prepare and guide Bible learning activities from the provided Bible curriculum.
- Prepare curriculum, activities, crafts, and class materials prior to class.
- Teach the Bible lessons in a creative way so that children will learn and grow in their faith.
- Prepare and serve provided snacks.
- Stay in the classroom at all times when children are under your supervision. Never leave children unattended in the classroom.
- Take children to the bathroom according to the Children's Ministry policies and procedures.
- Report damaged equipment or safety hazards to the Elementary Coordinator.
- Report needed classroom supplies to the Elementary Coordinator (pencils, markers, glue, etc.).
- Turn in supply request to Elementary Coordinator on Wednesday before the following Sunday morning.
- Wear identification name tag or special Children's Ministry shirt when serving in the Children's Ministry Department.
- Send postcards to visiting children.
- Leave room clean, neat, and in good condition after serving.

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