

MONTICELLO UNITED METHODIST CHURCH
Job Description for
Nursery Coordinator
May 2017

- I. Responsibilities:
 - A. Coordinate/provide childcare during services on Sunday mornings.
 - B. Schedule volunteers
 - C. Make sure a safe environment is maintained
 - D. Follow “Safe Sanctuary” guidelines (child protection policy)
 - E. Schedule or provide childcare for various church activities when requested.

- II. As a member of the church staff ministry team:
 - A. Have a love and passion to minister to children and families.
 - B. Must have excellent communication skills.
 - C. Will be a team player, responding to the Senior Pastor as the head of that Team.
 - D. Will maintain appropriate confidentiality.
 - E. Will be a supportive part of the church family.
 - F. Will support the doctrine and teaching of the United Methodist Church.
 - G. Will participate in church staff meetings as requested by the Senior Pastor.

- III. Expected work schedule
 - A. This is an hourly
 - B. This is a part time position with an expectation of 3 to 4 hours each Sunday morning.
 - C. Benefits include church paying employer’s portion of FICA, flexible benefit plan for medical reimbursement.

Accountable to the Director of Children’s Ministry