



JOB ANNOUNCEMENT NURSERY MINISTRY COORDINATOR

Lutheran Church of Hope is seeking a Nursery Ministry Coordinator. The successful candidate must have a love and passion for Jesus and for the youngest ones of our community. It is necessary that the candidate have some past experience in nursery and/or child care. The Nursery Minister Coordinator will provide and/or arrange for care in the LCHope Nursery during Sunday mornings, Wednesday evenings, and at other times as needed by the community. The Coordinator will work with and schedule both a limited number of nursery assistants as well as nursery volunteers and parents. Care for the Nursery space itself will be part of the duties of the Coordinator.

LCHope has a Safehaven policy that provides a safe environment for healthy interaction and relationships between all generations, especially in the nursery. The Nursery Coordinator will have a federal and state background check run, be fingerprinted, and participate in the LCHope SafeHaven training.

This is a part-time hourly position. To apply, please send both a cover letter and a resume to Beth Rogers, Minister of Faith Formation at beth@lchope.org. For more information on Lutheran Church of Hope, go to www.lchope.org.

Position of Nursery Ministry Coordinator

LUTHERAN CHURCH OF HOPE VISION STATEMENT: "Sharing and Transforming faith, hopes, and lives.

LUTHERAN CHURCH OF HOPE MISSION STATEMENT: "Lutheran Church of Hope proclaims Jesus Christ as Lord and Savior by

- ✞ worshipping together,
- ✞ making disciples of all members,
- ✞ reaching out to spread God's Word,
- ✞ and providing loving support to all."

The Nursery Ministry Coordinator provides a key pivotal role in both arranging for and providing care for the youngest ones at Lutheran Church of Hope. Lutheran Church of Hope has provided a nursery space complete with storage, sink, and private bathroom for the convenience of caring for our youngest ones.

POSITION REPORTS TO: Minister of Faith Formation

POSITION RELATES TO: Office Staff, Pastoral Staff, and Discipleship/Loving Support Ministry Tenet

CHURCH MEMBERSHIP: It is encouraged but not required that the Nursery Ministry Coordinator is at least an associate member of Lutheran Church of Hope.

BOARD OF TRUSTEES/CONGREGATION COUNCIL RELATIONSHIP: The Board of Trustees is responsible for all lay professional staff as far as terms of any agreements, contracts, covenants, salaries, and evaluations.

The Nursery Ministry Coordinator should submit updates, reports, and requests through the Minister of Faith Formation.

BACKGROUND CHECK: The Nursery Ministry Coordinator candidate must pass a federal and state background check and be finger printed prior to the start of employment at Lutheran Church of Hope. Additionally, the Nursery Ministry Coordinator is required to have participated in SafeHaven Training as well as be qualified to be a safe driver for the congregation. The church office has information.

Duties and Responsibilities:

1. Lead, support, and enhance the vision and mission of Lutheran Church of Hope.
2. Provide or arrange for care of infants through age 4 during Sunday morning worship 8:30 - 11:00.
3. Provide or arrange for care of children when needed for meetings, rehearsals, Connecting Hope or other times as needed.
 - a. There is a short list of compensated assistants, one of which always needs to be working when Nursery Minister Coordinator is not working.
4. Maintain a list of youth and adults willing to assist in the nursery and schedule said list for Wednesdays, Sundays, and other times as needed.
 - a. LCHope envisions a co-op program, with one paid position leading care and one parent/youth/caring adult caregiver as well.
 - b. Families who use the nursery on a regular basis will be expected to have an adult/older youth serve once on a monthly basis as the 2nd adult/caregiver in the nursery
5. When leaving the nursery, make sure that all toys are picked up and area is neat and clean.
6. Make sure that there is an information sheet for all children using the nursery.
7. Sign each child in and out when using the nursery.
8. Work toward development of a Nursery Handbook outlining discipline procedures, snacks, expectations of parents.
9. The Nursery Ministry Coordinator is a compensated hourly position currently at the rate of \$12 per hour. Approved Nursery Assistants (either adults or youth over the age of 18) are compensated at the rate of \$11 per hour.

In the event of illness, the Nursery Ministry Coordinator is to notify the Minister of Faith Formation and/or the Office, as well as arrange for substitute care from an approved list developed in partnership with the Minister of Faith Formation.

Vacation should be taken during less intensive times of the church year, and in accordance with the forthcoming Staff Handbook of Lutheran Church of Hope, all vacations will be communicated and approved by the Lead Pastor and President-Elect of the Congregation prior to vacation commencing.

10. Please consult the forthcoming Staff Handbook of Lutheran Church of Hope for information on family and/or bereavement leave.
 - a. Lutheran Church of Hope recognizes that ministry has times of varied intensity. Each employee of the church is expected to care for themselves physically, spiritually, and emotionally, finding rest and renewal in times that are not as intense.
11. An annual evaluation and goal-setting will take place each year following the completion of the program year sometime in late May or early June.
12. Read and understand the forthcoming Staff Handbook of Lutheran Church of Hope.

Skills and Qualifications:

1. A love and a passion for the safe-keeping of the youngest ones of our community.
2. A minimum of 18+ years old
3. Able to pass a background check
4. Previous experience caring for children
5. A love of Jesus
6. Experience as a “team player”, and ability to relate to others with good interpersonal skills.

Salary and Continuing Education:

1. Position will be compensated at a rate of \$12 per hour.
2. Either party may sever this employment agreement by giving 2 weeks (14 days) notice.

This Agreement of Employment shall be annually updated and renewed within the schedule of the ministry/fiscal year of Lutheran Church of Hope, beginning July 1st.

This position begins on July 1, 2016.

Board of Trustees Member for LCHope

Date

Candidate

Date

The Rev. Dr. Scott R. McAnally +

Date

Copies to:
Lead Pastor
Office
President-Elect