

The Well, a United Methodist Church Nursery Director

This position reports to the Children, Youth and Family Pastor
Status: Part-time, Non-exempt

SUMMARY: The position is responsible for supporting the Children, Youth and Family Pastor in programming, teaching and activities for the Nursery Age Ministry. Reports to the Children, Youth, and Family Pastor. This a part-time position (approximately 6 hours/week).

SPIRITUAL REQUIREMENTS

- Maintains a relationship with Jesus Christ, engaging spiritual disciplines (both personal and corporate)
- Lives in a manner that exemplifies Christ and seeks purpose and meaning in all aspects of life
- Models the standards and expectations of Christian leadership, including positivity, professionalism, and confidentiality

ESSENTIAL FUNCTIONS

- Be present to greet families and students as they arrive in the Nursery on Sundays, Wednesdays, and at various events.
- The primary focus of this position is to help ensure that every child and their parents are greeted, encouraged, interacted with, and engaged in any program activity.
- Supports Nursery Staff and Volunteers by preparing and setting up materials for lessons, events, crafts, and activities.
- Oversees and is the primary leader of the ministry of the Nursery under the supervision of the CYF Pastor.
- Work as part of the Children's Ministry Team to plan and run Parent's Night Out (the 2nd Friday of every month).
- Understands, adheres, and aids in ensuring Safe Sanctuary policies in the Nursery Ministry for all people who attend church.

Other Responsibilities

- Recognized as a leader, in alignment with and supportive of the purpose and core values of The Well.
- Works alongside the Children, Youth and Family Pastor to ensure that all Nursery Staff and Volunteers are trained in Safe Sanctuary practices.
- Within budgetary guidelines, maintains supplies for crafts, snacks and equipment replacement for Nursery Ministry programming and events.
- Establishes a schedule for routine cleaning of toys and equipment.
- Provides inspirational/motivational notes, thank you gifts to child care staff
 - Works to maintain/ update the Nursery Space and Mother's Room Space with the direction of the Children, Youth, and Family Pastor.
- Nursery Ministry Specifications:
 - Recruits, trains, and supervises all nursery staff so as to provide nursery care for all worship services, Wednesday evening activities, Parent's Night Out, Parent's Morning Out, and other events.

- Creates and distributes a monthly schedule and communication for Nursery Staff and Volunteers.
- Works alongside the Children, Youth, and Family Pastor to provide an annual training of all Nursery Ministry staff
- Trains new Nursery Ministry hires.
- Calendars all nursery events with the Building Coordinator.

CORE COMPETENCIES

- *Organizing.* Can gather and organize resources (people, materials, funding, support) to get things done; uses resources effectively and efficiently.
- *Planning.* Accurately assess the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/ people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- *Managing vision.* Articulates and supports the vision and mission of The Well; talks beyond the here and now to a larger sense of purpose; communicates a compelling and inspired vision for ministry; creates a compelling sense of possibility, hope, and optimism; helps others own the vision.
- *Managing conflict.* Deals with problems quickly and directly; steps up to conflict, seeing them as opportunities; reads situations quickly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation.
- *Interpersonal relationships.* Relates well to and able to work with all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.
- *Trust and integrity.* Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.

QUALIFICATIONS

- Must have a minimum of a High School Diploma.
- Strong interpersonal skills
- Strong leadership skills
- A heart of service
- Willingness to grow and try new things
- Flexible
- Exploring a passion for children and their families
- Role model for children of all ages
- A growing Christian that feels comfortable sharing their faith with others.
- Creative artistic talents in music, drama and are a plus.

RATE OF COMPENSATION will be based upon experience, education and the work agreement of hours/week commitment.

ADDITIONAL INFORMATION

- A United Methodist background is not required, but the successful candidate must be in agreement with the standards, theology and policies of The Well.



Send letter of interest and resume to:

The Well, a UMC
Attn: Human Resources
P.O. Box 22
14770 Canada Ave. W.
Rosemount, MN 55068

Email letter of interest and resume to: offices@thewellmn.church