



CHILDREN'S MINISTRY ASSOCIATE - NURSERY

OBJECTIVE: To provide strategic, administrative, and spiritual leadership in various areas of Early Childhood Ministry (covering birth to 3 years of age) that advances the mission and vision of Valley Church while fulfilling the broad scope of current and future children's ministries.

EMPLOYMENT STANDARDS:

Education: 2-year or 4-year degree in a child/parent focused field

Experience: Working with parents and children

COMPENSATION/STATUS: Part-time, 20-25 hours per week. Compensation commensurate with experience and education. See Personnel Policies for details.

ROLE: The Children's Ministry Associate - Nursery position is ...

- **DNA Carrier:** Completely embraces and contagiously communicates the mission, values, strategy, and impact measures of Valley Church.
- **Cheerleader:** Encouraging to leaders, volunteers, and staff.
- **Catalytic Leader:** Able to rally people to a cause.
- **Relational Leader and Partner:** Friendly and approachable.
- **Volunteer Developer:** Responsible for recruiting, developing, and impactfully connecting thousands of volunteers to programs and services vital to the community.
- **Healthy Relationship Champion:** Cares for the spiritual, emotional, and familial health of young families, new families, volunteers, and children.
- **Team Builder:** Can build teams and identify high-capacity leaders to build more teams. Empowers others to lead not just to do. Experienced multiplier/builder (rather than just a great doer, this role is a great equipper).

NOT: The Children's Ministry Associate - Nursery position is NOT ...

- Childcare provider
- Babysitter
- Events coordinator

PERSONALLY: The Children's Ministry Associate - Nursery is ...

- **Highly Relational:** Loves, enjoys and excels at relating to individuals within the church as well as unchurched members of the community.
- **Disciple:** Fully devoted to following Jesus in everything he or she does.



- **Trustworthy:** Has unwavering loyalty to Christ, senior leaders, and Valley Church. Understands sensitive situations and maintains complete confidentiality. Skilled with diplomatic endeavors.
- **Conflict resolver:** Able and unafraid to work through interpersonal conflicts, ministry misalignment, or issues of sin. True peacemaker.
- **Self-aware individual:** Knows where he or she is weak; finds others to fill in those gaps. Emotionally intelligent and healthy.
- **Humble Learner:** Can take direction and feedback well and has a great desire to learn.
- **Person of integrity:** At the core, they make solid decisions based on lifelong, biblical values.
- **Seasoned:** Knows and loves our church; no question on understanding our ministry philosophy and practices.

JOB: The Children's Ministry Associate - Nursery is responsible for ...

- **Ministry Alignment:** Partners closely with the various ministry areas at Valley Church to identify how they can "raise the evangelistic temperature" within each ministry.
- **Curriculum Development:** Edit curriculum and activities appropriate for toddlers, twos, & threes. Communicate and assist in training room leaders to teach Biblical lessons. Prepare curriculum to be used each week for Toddler-3's and assist with the 45K. Troubleshoot and/or fill in as necessary in the room leader role.
- **Leadership pipeline:** Recruit and train all volunteers necessary to provide safe, healthy, visitor-friendly nursery classrooms. Develop a consistent onboarding/training process. Develop a teamwork attitude among volunteers. Work with director and other CM staff members to develop and deliver training to all CM volunteers. Identify potential in leaders and move them to the next level of leadership through intentional training.
- **Security:** Communicate and maintain Children's Ministry policies and procedures as needed to ensure the safety and well-being of workers, children, and their families.
- **Communication:** Create, produce, and distribute all necessary nursery information. This would include maintaining and updating the list of nursery volunteers and communicate the times of their service. Answer questions and clarify procedures and lessons as needed.
- **Supplies:** Keep the nursery stocked by purchasing any necessary supplies. Keeping the supplies (toys, books, tubs, etc) in good condition and neat order. Cleaning the toys on a regular basis.
- **Teamwork:** Promote a spirit of harmony and good will toward leadership, staff, and volunteers. Work together with CM to execute on-going events and new or short-term programs.
- **Database:** Communicate any updates to profiles needed and send birthday/move up cards to nursery children.
- **Child Dedication:** Organize sign-ups for class and event. Prepare all materials for class and event. Communicate with families all information. Communicate with all teams that have a role (Pastor, Tech, Servant Team, CM Director)
- **Childcare for NEXT course and Good Friday services:** Plan, organize and prepare materials for NEXT course childcare and Good Friday service programming.

September 17, 2023



- **New baby bags:** Purchase materials and assemble new baby bags. Connect with the families of new babies to congratulate them and deliver a bag.
- **Volunteer appreciation:** Plan, organize and prepare for events/gifts that show appreciation to volunteers. Work with other CM staff to develop a clear plan to implement.
- **Other duties** as assigned by Director: Including but not limited to - Great Pumpkin Party, Easter with Kids, and summer events and programs.

RELATIONSHIPS of the Children’s Ministry Associate - Nursery include ...

Reports to	Director of Children’s Ministry
Works closely with	Children’s Ministry Associate—45K, Hand in Hand ministry,
Leads	Nursery captains, teachers, room leaders, volunteers
Supports	Children Ministry team

SUCCESS of the Children’s Ministry Associate - Nursery is defined by ...[\[SUCCESS\]](#)

- Clean, well-supplied nursery with posted schedules.
- Nursery is appropriately staffed to maintain safe child/volunteer ratios.
- Volunteers understand their role and can measure their success using specific qualifiers.
- Parents/volunteers/children are greeted joyfully, by name by staff and other volunteers.
- Foundational, biblical teaching is occurring regularly through prayer, Bible stories, and music.
- Families/children are known and milestones (new baby, child dedication, children’s birthdays) are celebrated.
- Parents are resourced and encouraged as their child’s primary disciple maker.
- Volunteers are screened through a rigorous on-boarding process and all volunteers are trained to know how to spot and report red flag scenarios and individuals.
- Emergency procedures are communicated regularly to all volunteers and parents.
- Volunteers are shown appreciation regularly.
- Parents view the Nursery associate as someone they can trust and entrust their children to.