



Employment Qualifications: NC
Effective Date: February 2025
Revision Date: February 2025

Church Operations Policy Section: Part-Time
Policy: Church Employment
Employee Classification: Non-exempt

POSITION: NURSERY COORDINATOR

Policy Statement: It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God's kingdom through the church. This job description is intentionally goal oriented and presents general qualifications as well as specific goals for a successful and productive employment relationship with church staff, the congregation, and the local community.

The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully on the Lord's wisdom and the guidance of the Holy Spirit for strength for his/her daily activities.
3. Embraces the role of a welcoming and positive ambassador for the church, creating a warm, inviting, and nurturing environment for children. Ensures that the church's values and mission are reflected through interactions with parents and volunteers.
4. Is skilled in general aspects of church program development and management related to his/her ministry position.
5. Is willing to accept responsibility and accountability for work goals and anticipated results, as outlined and updated by senior staff leadership.
6. Has the ability and willingness to lead in a teamwork environment and can be tolerant of other's suggestions and approaches.
7. Is prepared for and open to advanced technology capabilities including, but not limited to, Realm and Microsoft Office Software.
8. Is interested in and capable of dealing openly, effectively, tactfully, and patiently with church personnel, church members, and the public presenting a strongly positive image of the church.
9. Is prepared for multitasking and flexibility, navigating a dynamic parent/volunteer/child environment in stride.
10. Available during Sunday mornings and for other ad hoc church-related events when Nursery care is needed.



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Principal Function: Lead the efforts of First Presbyterian Church of Marietta (FPC) in their Children's Nursery Ministry.

Skill Requirements:

- Communicates clearly, concisely, and professionally with volunteers, church staff, parents, and supervisor (oral and written communications).
- Demonstrates emotional intelligence and relational acumen. Treats all stakeholders (children, parents, volunteers, staff, church leadership) with kindness, respect, and tact.
- Experience with Microsoft Office software (Excel, Word, Outlook) and familiarity (or willingness to learn within 6 months) Constant Contact and basics of the Realm membership database.

Outline of Responsibilities:

Coordinates the Nursery Ministry and equips, recruits, and develops volunteer support. Supports the vision and guidance of church leadership. Maintains Nursery staffing schedule and posts it monthly at each nursery room.

Work Schedule: 5 hours a week: Sunday mornings, Fellowship & Outreach events, meetings, scheduling, training, and recruiting staff/volunteers. Calendar of events with Nursery needs to be provided monthly. Responds in timely manner to requests for nursery coverage and staffs to the needs of the request.

General Duties

1. Coordinates and leads an effective, nurturing, and safe Nursery Ministry program for all infants, preschoolers, children, and parents.
2. Recruits, trains, and equips paid and volunteer staff.
3. Maintains Nursery staffing schedule.
4. Works with the Director of Fellowship & Outreach to obtain and distribute relevant church communications.
5. Creates and maintains the Nursery handbook. Makes sure a copy of every revision of the handbook for employees is distributed to the Nursery/PDO Committee Chair for committee approval. After approval, makes sure handbook is distributed to all paid

nursery workers, the Director of Administration and the Associate Pastor of Fellowship and Outreach.

6. Confirms staff and volunteer compliance with the FPC Child Protection Policy and trains them annually re: best practices outlined in the Nursery Handbook.
7. Collaborates with church staff to ensure smooth, ongoing operation of the Nursery Ministry and its programs (e.g., coordination of shared spaces). Attends regular staff meetings once a month, applicable trainings, and represents the nursery as requested.
8. Manages the Nursery Ministry budget and financial transactions within the guidelines set by the Finance Committee. Prepares, as needed, a budget for the Nursery Ministry to complement the church's annual budgeting process, collaborating with the Nursery/PDO Committee Chair and Associate Pastor of Fellowship & Outreach.
9. Plans ahead in all things (as possible), importantly including scheduled personal time away from work, for rest, refreshment, and continuing education.
10. All other responsibilities as assigned.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Director of Fellowship and Outreach
- Session oversight: Nursery/PDO Committee
- Part-time, non-exempt position with applicable benefits per the current FPC Employee Handbook

Compensation: \$5,000.00 as base salary.

*Additional church event scheduling outside of the current weekly schedule with a minimum of three (3) hours will be paid at the hourly rate of \$20.00.

Authorized: _____ Date: _____
HR Committee Chair

Nursery/PDO Committee Chair Date: _____

Verified: _____ Date: _____
Director of Fellowship & Outreach

Director of Administration Date: _____

Acknowledged: _____ Date: _____
Nursery Coordinator

Printed Name: _____ Date: _____