



Nursery Ministry Administrator

This is a full-time position working Sunday through Thursday, including events and services.

About this role: This position collaborates with the Nursery Pastor to develop and implement the ministry's culture, vision, and strategy.

What you will do:

Service Responsibilities:

- Weekly service lead and support for assigned service times
- Weekly scheduling of EMTs for bridge times
- Lead service kickoff and prayer meetings, and be available to fill in
- Be available for hallway ministry and connecting with families during service times
- Oversee volunteers during service time, and backup staff as needed
- Set up and stage Nursery rooms and equipment before service
- Be available to lead Big Room service times

Leadership Responsibilities

- Recruit volunteers
- Coordinate the Big Room teaching group and activities, and curriculum
- Regularly create and implement effective digital signage to communicate with volunteers and families
- Order, stock, and maintain food supply needs
- Communicate with and minister to individuals and families as needed
- Be well-versed in other nursery roles for fill-in opportunities
- This position may require participation in ministry events and volunteer meetings.
- Involved in setting vision, strategy, and groundwork for the ministry
- Weekly team meetings

What you bring:

A: Qualifications

- Biblical Studies Associate degree desired or be willing to obtain
- Professional experience in leadership and team processes
- A minimum of 5 years of experience in volunteering or working in the nursery department is desired.
- Must have a calling towards children and young families
- Experience leading small and large groups effectively - conveying information and fun activities
- Basic knowledge of Google Apps (Calendar, Drive, Docs, Contacts), Canva, & ProPresenter is desired

B: Characteristics

- Must exhibit a personal and growing relationship with God and a teachable spirit.
- Must be committed to continual learning and growth. Must agree and align with the mission, vision, and leadership of Res Life Church.
- We request that this role attend one Sunday morning service weekly in person to become or remain familiar with our culture, beliefs, and structure, and more effectively fulfill this role.
- We request this role to actively volunteer for a Res Life ministry outside their work role and schedule to support our goal of winning souls and making disciples.

Physical Requirements:

This position may require lifting weights of 10 to 50 pounds. This role requires the ability to traverse the campus freely.

The above duties, activities, or responsibilities may be supplemented periodically.