



Kids' Ministry Coordinator – Nursery & Expecting Parents Job Description April 2022

Position Title: Kids' Ministry Coordinator – Nursery & Expecting Parents
Status: Part-time (15 hours per week)
Reporting Relationship: Reports to the Executive Pastor

THE ROLE

Position Summary: The Nursery & Expecting Parents Coordinator is responsible for executing all elements of our core ministry to nursery children and their parents (including expecting parents). They will be a vital member of the Kids' Ministry Team which is made up of staff and volunteer leaders carrying out the vision and values of our Kids' Ministry.

Personal Note: It is an exciting season of refreshment at Wayzata Free Church. In March of 2022, our congregation voted to change our church's name to "WestGate Church". As we roll out our name change, we are excited about the opportunity to refresh and reset our core ministries. Embracing and empowering kids along their spiritual journey is an essential part of this process, and we look forward to bringing leaders into our team who will help this new season take shape.

WHO YOU ARE

Character & Personality

- Growing relationship with Jesus
- Love for young families and calling to care for them in their spiritual and parenting journey
- Fully supportive of our church's *Statement of Faith*
- Excited about our church's *Vision & Values*
- Functions well as a team player
- Gifted in relationship-building and administration

Personal Qualifications

- High energy with a passion for building relationships with kids, parents and volunteers
- Plans, organizes, and schedules in a productive manner
- Creative thinker & innovator
- Detail oriented yet capable of seeing the big picture
- Ability to accept direction and constructive feedback with humility

PRIMARY DUTIES AND RESPONSIBILITIES

Ministering to Kids and Families

- Get to know children and parents' names and personal stories to provide effective care and leadership
- Warmly and intentionally welcome and onboard new families to the ministry



- Journey with expecting parents with prayer and support
- Celebrate new births with a gift, personal connection and invitation to nursery programs

Volunteer Leadership

- Get to know volunteers' personal stories to provide effective care and leadership
- Recruit and train new volunteers
- Schedule volunteers for Sunday program, Wednesday program and special events
- Develop a regular rhythm of showing appreciation for volunteers

Curriculum and Programs

- Maintain Nursery and Family Room, keeping supplies well-stocked and properly cleaned
- Collaborate with worship team to plan and coordinate baby dedications
- Collaborate with Executive Pastor to develop classes and programs to educate and encourage expecting parents

Family Communication

- Inform and inspire parents/guardians to actively participate in kids' spiritual formation through email, text message, phone calls and in person conversations
- Send weekly email blasts with resources for ministry at home
- Effectively respond to special requests and needs of families with children in the ministry
- Manage registrations and track attendance

Kids' Ministry Team

- Attend weekly team meetings (virtually or in person)
- Collaborate with other staff and volunteer team members to ensure mutual support and accountability
- Plan and execute family-oriented events

QUALIFICATIONS (Required)

- Proven passion for supporting families in the early stages of children's spiritual journeys
- Able to be on-site to lead programs most Sunday mornings and some Wednesday nights
- Self-starter and able to effectively manage schedule to accomplish weekly tasks