



MOUNT PLEASANT  
CHRISTIAN CHURCH

## JOB DESCRIPTION

*Nursery Coordinator* | MOUNT PLEASANT CHRISTIAN CHURCH

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**POSITION TITLE:** Nursery Coordinator

**EFFECTIVE/REVISED:** March 31, 2026

**STATUS:** Part-time

**REPORTS TO:** NextGen Pastor

### **Our Mission**

We Reach not yet believers with the love of God. (Evangelism)

We Raise disciples who are becoming more like Jesus every day. (Discipleship)

We Release people to live boldly for Him right where they are. (Missional Sending)

{Reach: Matthew 28:19–20 (NLT) Raise: Ephesians 4:12 (NLT) Release: 2 Corinthians 5:20 (NLT)}

### **Our Vision**

We are a movement of people who love boldly, grow daily, and live on mission... right where we are. A church where not yet believers find hope, and followers of Jesus find purpose.

{Acts 2:42-47}

### **01. Summary of Position:**

As Nursery Coordinator you are to ensure the nursery and toddler areas are a safe and nurturing environment where each child will see, hear, and feel the love of Jesus and parents can feel confident their child will receive the highest quality of care and ministry.

### **02. Duties:**

- Pray for the leaders and children.
- Support the NextGen Pastor regarding policies and procedure.
- Report needs and concerns to NextGen Pastor.
- Attend ministry training and meetings when necessary.
- Oversee the nursery and toddler classes.
- Recruit volunteers in the nursery and toddler classes during the weekend services.
- Develop a good relationship with volunteers.
- Have a positive and friendly attitude with parents and their children.
- Wash all soiled linens, cups and toys.
- Substitute in a classroom if needed.
- Keep rooms looking neat, clean and sanitized.
- Maintain accurate records each weekend and give counts to NextGen Pastor. .



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#### **03. Characteristics:**

- Heart for children and families.
- Kind and gentle to all children, parents, and volunteers.
- Stability of physical, mental and emotional health.
- Knowledge of child development and the age-appropriate needs for birth through 2 years.
- Organized and reliable.

*This job description is not designed to cover every job requirement. Mount Pleasant reserves the right to change job duties at any time.*

#### **04. Required Experience:**

- High School diploma or equivalent.
- 2+ years' experience in related field.
- Communication, comprehension and interpersonal skills.
- Work independently and with others.
- Computer and software skills.
- Certified in First Aid and CPR.

#### **05. Staff Expectations:**

- Practice a lifestyle witness.
- Be willing to assist with and perform responsibilities outside of your area as needed.
- Personal acceptance and alignment with Mount Pleasant's vision, values, and mission.
- Be an active member of MPCC.
- Practices tithing to MPCC.
- Acceptance and adherence to MPCC Staff Handbook.

#### **06. Compensation:**

This is a part-time position. Hourly compensation is commensurate with qualifications and experience.

#### **07. Work Schedule**

The base expectation is 20-25 hours each week, with seasonal exceptions such as Easter and Christmas, along with special outreach initiatives and events.