



Title: Nursery & Preschool Ministry Leader

Ministry Area: Family Ministry

Classification: Part-Time; Ministerial Employee

FLSA Exemption Type: N/A

Schedule/Hours: Sunday – Thursday, 20 hours/week to include Sunday mornings; Wednesday afternoons and evenings.

Job Summary: The Nursery & Preschool Ministry Leader at Concord United Methodist Church provides spiritual care, leadership, and support for children and families in the nursery and preschool ministries. This role creates and provides a safe, welcoming, and nurturing environment where children can experience God’s love and grow in faith, and families can feel supported and connected. The ministry leader builds trusted relationships with children, parents, caregivers, and volunteers, coordinating schedules and team supports, and offering guidance to families as they take next steps in their faith journey. This role is vital to the church’s mission to **Share Christ, Serve Others and Grow in Faith.**

Spiritual and Personal Qualifications:

- Must be a person of genuine Christian character and commitment who professes faith in Jesus Christ and exhibits a sincere Christian lifestyle.
- Maintains a life of personal and spiritual development and accountability as an active member of a Christian church.
- Refrains from any social or private behavior considered or interpreted as unbecoming a Christian and a devoted follower of Christ.
- Exemplifies the utmost integrity and demonstrates character that is “above reproach”.

Reports To: The Pastor of Family Ministry and works under the guidelines established by the Staff-Parish Relations Committee and the Staff Employee Handbook.

Supervisory Responsibility: Team Supports and/or Volunteers

Church Committee and/or Internal Board Responsibility: None except when necessary

Staff Accountability:

- Demonstrates an attitude of professional excellence in working with each ministry area
- Creates and maintains a work environment consistent with the church’s culture



- Exemplifies a positive, “can-do” attitude
- Participates in weekly staff meetings
- Understands that our staff works together as one for the health of the whole Body of Christ, for the glory of God, and for the unity of our staff

Key Responsibilities:

- **Church and Community Engagement:**

- Greet families during scheduled weekly ministry times as they enter the Nursery and Preschool area.
- Engage in weekly activities outside of the Nursery and Preschool area to build ongoing relationships with others within the church.
- Develop and implement ways to engage the congregation and local community. (Church events, school events, etc.)
- Maintain healthy relationships and communication with other ministry leaders, including but not limited to the weekday CUMC preschool program and their teachers, staff, and administrators.

- **Spiritual Guidance:**

- Provide age-appropriate spiritual care through prayer, blessings, simple Bible truths, and worship experiences.
- Work with other ministry leaders to identify spiritual needs of children and families.
- Support and encourage parents by helping them create routines to continue nurturing faith growth at home.

- **Administration:**

- Register any new families on Sunday mornings or Wednesday nights and implement a plan to follow up with each new family within a reasonable amount of time. (1-2 days)
- Work closely with Administrative and Communication support to communicate updates and information that needs to be distributed through worship announcements, iConnect, Newsletters, CUMC website, social media, etc.
- Maintain attendance and an awareness of families/children who are not in attendance.



- **Volunteer Coordination:**
 - Recruit, train, and oversee team supports and volunteers.
- **Education and Discipleship:**
 - Prepare curriculum and materials for nursery and preschool for Sunday mornings, Wednesday nights, and any events where children will be under care and/or supervision.
 - Prepare and provide lesson plans, supplies, and sign in records to teachers, team supports, and volunteers.
 - Offer spiritual guidance and resources for spiritual growth for teachers, team supports, and volunteers.
 - Seek opportunities to continue education spiritually, personally, and professionally.
- **Event Planning:**
 - Coordinate all aspects of Easter celebrations, from planning and delegation to follow-through, including Palm waving, refreshments, and the egg hunt.
 - Support and assist in other big church-wide events such as Vacation Bible School, Trunk or Treat, Rock the Block, Promotion Sunday, etc.
 - Facilitate any family child needs for church events.
 - Organize holiday events for this ministry area.
 - Coordinate and communicate all facility needs.

Qualifications:

- **Education:**
 - High School Diploma or equivalent
- **Religious Educational Requirements & Religious Practices:**
 - Actively involved in local church community and individual spiritual discipleship practices
- **Relevant Experience:**
 - Minimum of one year of ministry experience
- **Skills:**
 - Understanding of spiritual formation for birth to kindergarten age
 - Identifying and implementing age- and developmentally appropriate curriculum
 - Verbal and written communication skills
 - Strong spiritual leadership skills



- Ability to work collaboratively across ministry areas
- Event planning skills

Preferred Qualifications:

- Associate's or bachelor's degree in Child and Family Studies, Education, or Ministry
- Five or more years of ministry experience

Working Conditions:

- Required work hours include Sunday mornings; Wednesday afternoons and evenings
- Must be available for weekend and evening services and events

Physical Requirements: Job includes moving and lifting ministry items; lifting and carrying babies and toddlers

Conditions for Employment:

- Pass a background check
- Safe Sanctuaries Training and Screening
- Valid TN Driver's License with a Clean Driving Record

Developed: July 2026