

**FOUNTAINGATE CHRISTIAN ASSEMBLY**  
**NURSERY CO-ORDINATOR SCOPE OF MINISTRY**



**Purpose:** To provide a Christ-like environment for infants and pre-school children with standards of care and hygiene that will win the confidence of concerned parents.

**A. TIME REQUIRED:** About two to three hours per week for a minimum of one year.

**B. QUALIFICATIONS:** Honest caring for others, people-skills with children and adults, organized, self-disciplined and possessing leadership qualities.

**C. SPECIFIC RESPONSIBILITIES:**

1. Commune with the Lord.
2. Answer directly to the Christian Education Ministry Leader.
3. Your first priority for prayer and care is to the care-givers serving with you.
4. Oversee and schedule staff for all service times. To recruit the workers needed to serve on a rotational basis in cooperation with the Christian Education Ministry Leader.
5. Commit yourself to ongoing training and inspiration in your field of service (in consultation with the Christian Education Ministry Leader).
6. To be thoroughly familiar with the C.E. Department's policies, aims and objectives. To also understand the general organization and administration of the C.E. Department.
7. Contact at least two different workers each month to encourage and care for them.
8. To become directly involved with any discipline problems and work out a solution with the help of care-givers and parents.
9. To ensure that facilities are attractive, comfortable and hygienic. To also make sure that every classroom is adequately supplied with good equipment & supplies. **Watch out for children with allergies.** Ensure that all doors are opened and temperatures are at comfortable levels along with good lighting.
10. To oversee the provision of equipment, training resources and curriculum for staff. To prioritize the need for new equipment or supplies.

