



Community Fellowship

CHURCH

Community Kids Interim Nursery Coordinator– Position Description

CFC is a vibrant and growing C&MA congregation located in Lancaster, PA. Biblically-based preaching and modern worship characterize our worship services. As we pursue our Multiply vision, CFC is focused on three priorities:

- Evangelism — inviting new people to faith in Jesus as we expand into new spaces and strengthen our gospel presence in Lancaster.
- Disciple-making — advancing person-to-person discipleship that produces spiritual maturity and multiplication.
- Leadership — developing a pipeline of new leaders and ministry innovators who can carry the mission forward.

POSITION SUMMARY

Children matter to God and are highly valued at CFC. The Community Kids Interim Nursery Coordinator ensures the health and growth of the Community Kids Nursery Ministry and is directly responsible for Nursery Ministry leadership, scheduling and leadership in the department so that children and young people are shepherded toward a full life in Jesus Christ.

MINISTRY LEADERSHIP

- Result # 1: Rooms are adequately staffed and scheduled (via Planning Center). Keeps a running list of potential volunteer leads and moves them through the onboarding process.
- Result # 2 Scheduling platforms are kept up to date and used to communicate with and schedule volunteers. Substitute volunteers will be placed to fill last minute classroom needs.
- Result # 3 Scheduled volunteers consistently receive updates and all pertinent information.
- Result # 4 Classroom toys and equipment are organized, cleaned and sanitized.
- Result # 5 Parents are communicated with on a monthly basis
- Result # 6 Check In Support and Directors of the Day are scheduled for each service as needed.

DEPARTMENT LEADERSHIP

- Result # 1 The Community Kids Interim Nursery Coordinator oversees or serves in Community Kids at four or more services per month.
- Result # 2 The Interim Nursery Coordinator reports regularly to the Community Kids Director.
- Result # 3 The Interim Nursery Coordinator assists in weekend set up and registration tasks.
- Result # 4 The Interim Nursery Coordinator assists in the preparation of family projects, special events, and in service activity bags.
- Result # 5 CFC safety policies are being followed in all Community Kids programs.

REPORTS TO: Community Kids Director

CATEGORY: Part Time (12 hours), Nonexempt

POSITION TYPE: Interim / Temporary

DURATION: Approximately 90 days, or until the permanent position for the Community Kids Coordinator has been filled.

This role's schedule requires a physical presence in the CFC office 1-2 days per week, in addition to weekend presence at 4 services per month and key ministry events. Weekly hours will be coordinated with the Community Kids Director to ensure consistent coverage during peak programming times.

Candidate Qualifications

The ideal candidate will possess the following qualifications:

- **Spiritual Maturity:** Maintains a growing, vibrant relationship with Jesus Christ and a clear, demonstrated commitment to the mission of seeing lives transformed by the Gospel.
- **Biblical Literacy:** Possesses a strong foundation in Scripture with the ability to effectively communicate God's story in an age-appropriate, engaging manner for children.
- **Theological Alignment:** Maintains active, philosophical, and theological alignment with the vision of CFC and the Christian and Missionary Alliance (C&MA) denomination.
- **Professional Aptitude:** Demonstrates exceptional communication skills, unwavering reliability, and a collaborative, team-first posture.
- **Technical Proficiency:** Competency in digital administrative tools (Google Workspace/Microsoft Office) and a functional understanding of AV/computer operations for weekend environments and online scheduling
- **Physical Requirements:** The ability to stand or walk for extended periods during services and the capacity to lift or move ministry equipment up to 40 lbs

HOW TO APPLY Please send resumes to employment@communityfellowship.com.