

## **Nursery Staff**

**Reports to:** Children and Family Ministry Director

**Hours per Week:** Up to 1-1/2 hours every other week on scheduled bases, plus various classes/needs depending on church calendar

**Role Duration:** Ongoing with yearly review

**Role Description/Objective:** The Nursery staff is cooperatively responsible for creating a vision for the nursery that is a vital ministry of Joy!. The nursery must excel in both hospitality and the faith development of young children. This includes providing a loving, caring and nurturing environment for young children while parents are in worship or attending a class. The nursery staff will make sure all related equipment is optimal and in safe working order and keeping Joy's nursery a clean, safe, and nurturing environment. The staff will advise the Children & Family Ministry Director when supplies or equipment is in need of repair.

### **Responsibilities:**

- Pray for the children and staff in our nursery, that together they will be safe and grow in Jesus' love.
- Each Nursery Staff person will work with the Nursery scheduler to advise any days off needed. They will give their availability to the Nursery scheduler. They will work together to make sure both hours are covered (even if it isn't the said hour they normally work). When they can't cover for each other, they will work with the Children & Family Ministry Director to get/ask volunteers to cover if needed any other scheduling issues.
- Each Nursery Staff person will cover the nursery pursuant to the monthly schedule for which service they will cover and when (during the school year).
- If all Nursery Staff agree, summer hours can be worked out so that on each nursery staff would work one or two weekends (3 hours) in July through Labor Day. Depending on the number of children, we will split up by ages of children.
- There will be one person scheduled as needed if there is no youth volunteers signed up to have the appropriate number of volunteers per student. This person can arrive at worship time, check in with the nursery staff, check in after the Children's Message and if not needed, is welcome to worship or leave.
- All Nursery Staff will know, adhere to (when possible), and fill out all proper forms included in Joy!'s policies regarding adults who work with children and students.
- If you can't cover your scheduled shift because of illness, you will notify the nursery scheduler and team to see if one is available to cover their said shift. If last minute...text the team to see if someone can cover.
- Oversee youth helpers (**1 helper for every 2-3 children**) to help with care of the children.
- Handle infant and toddler needs. Making sure a parent receives a pager and that all proper paperwork is accurate on each child.
- Arrive 15 minutes prior to the service you are working.
- Ensure that the nursery is clean before leaving.
- Perform quarterly sanitizing of all toys in nursery during off hours of watching children. This will be paid time.
- Enforce safety policies to be followed by all Nursery Staff, youth helpers and parents.
- If available, the nursery scheduler will schedule nursery staff child care during special events, special services, new member, and classes (divorce care, baptism, financial peace, leadership, VBS meetings, 1<sup>st</sup> Communion, etc.)

- If possible, attend all staff meetings, quarterly nursery meeting, and possible leadership opportunities.
- Ensure that the nursery and all the supplies and toys are safe and in good repair.
- Notify Children & Family Ministry Director if nursery supplies are needed.

**Qualifications:**

- Must be an active member of Joy! Lutheran Church
- Must be 18 years of age or older
- Must have a high school diploma
- Must have an active and growing faith in Jesus Christ
- Must be respected by the congregation and have high integrity
- Must be able to function within a team structure
- Must have a passion for children and a hunger to see them grow in faith in an environment of excellence
- Must see the work of the Joy nursery as a vitally important ministry to both members and guests at Joy
- CPR certified, or willing to take CPR, including infant and children with usage of an AED.
- Knowledge of levels of children's abilities from birth through age 3
  - at age 6-10 months starts crawling
  - Walking age 9-14 months
- Ability to handle 4 kids at one time, this is the maximum allowed per person

**Benefits/Reverse expectations:**

- The Nursery Staff will be paid an hourly wage and will fill out a time sheet weekly
- The Nursery Staff will have the full support of the Church Council and Children & Family Ministry Director in making decisions which best serve the interests of young children and their parents
- The Nursery Staff will be trained in requirements for the position and responsibility
- The Nursery Staff will be encouraged, supported and prayed for by name in your service to the Lord by the Children & Family Ministry Director and Ministry Team
- The Nursery Staff will have the joy of knowing that their ministry is providing vital support to the mission of Jesus Christ and Joy! Lutheran Church
- The Nursery Staff will have the joy of knowing the ministry they help provide is impacting young lives for the sake of God's Kingdom
- Grow deeper in your relationship with Jesus by growing in faith with fellow Christians
- Advised of training opportunities & team meetings
- Listened to in your concerns and your needs

**Author:** Cheryl O'Neill

**Reviewed By:**

**Secondary Review:**

**Date of Creation:** March, 2007

**Date of Latest Document Review:** October, 2019