**Ministry Job Description:** Nursery Attendant

**Goal of Position**

“Jesus captured the essence of nursery ministry when he told his disciples, “Whoever welcomes one such child in my name, welcomes me” (Matt. 18:5). The welcome you extend to babies and toddlers in a church nursery is the very first experience most of them will have, outside of their family relationship, with the love of God. It is the start of a lifelong journey of learning about Jesus.” Although they may not recall memories from spending time in the nursery, they “will begin to make the earliest connection between the security they feel in the nursery and God’s love for them.” \*\*Additionally, the church nursery is an important component of reaching out to parents. Providing a loving, caring and safe environment for their children, gives parents confidence that they are free to worship with the rest of the congregation and be fed through that time.

**Responsible to**

The Nursery Coordinator (provide person’s name)**Edit to suit your church.**

**Job Description**

Nursery attendants are often one of the first people someone new to your church may meet. It is important then to come with a positive attitude and provide a smile and warm welcome to all those who arrive for worship. Ushers should arrive at least 20 minutes before the worship service and typically stay by the sanctuary doors until about 15 minutes after worship begins to greet latecomers and assist them with finding seats if needed. Additionally ushers will do the following:

* Arrive at least 20 minutes prior to the start of worship in order to welcome parents and their   
   children as they sign in.
* Establish and maintain good communication and be sensitive and responsive to parents.
* Introduce yourself to visitors and greet them and their little ones warmly.
* Offer and provide for the emotional, physical and social needs of young children during the   
   time they are in the church nursery.
* Prepare and maintain a warm, safe environment that is orderly, clean and appealing.
* Interact with the children and encourage their involvement in activities.
* Be on site in the nursery for the entire scheduled time and make sure all children are secured   
   with their parents (or guardians) after the worship service.
* Read, understand and follow all nursery policies.
* Arrange for a substitute in the event that you will not be available for your scheduled time.
* Be familiar with where emergency kits can be located.

**Nursery Coordinator Job Description**Along with what is posted above, the Nursery Coordinator leads a team of nursery volunteers by assigning who serves from week to week, provides training and is responsible for updating any information or instructions. Additionally it’s the Nursery Coordinator’s responsibility to hold people accountable to their roles and to hear any suggestions and recommendations made by team members.**Edit the information above to suit your church.**

**Time required**

This will vary from church to church, but often Nursery Attendants are scheduled to serve once every few months. **Edit to suit your church.**

**Length of commitment**This will vary from church to church, but often people commit for a number of years, especially over the years their children are in the nursery.**Edit to suit your church.**

**Training Provided**In order to develop people in their ministry roles, it is important that Nursery Attendants are provided with training. Such a meeting will especially orient those who are new to this role and refresh memories of those who have done this before, as well as give the group the feeling of being united in this ministry – that they are part of a team. Training should also include how to handle emergency situations, including procedures for fire drills and how to contact parents during worship.**In this space provide the specific training your church would provide.**

**Qualifications or special skills**

As someone who will be caring for young children, it’s vital that Nursery Attendants have a heart for the little ones in your congregation. Additionally, they should be team players, have flexibility and plenty of patience and a positive attitude.Lastly, the church is not just a place of worship and where ministry programs happen, but also a place of safety and trust. Parents will want to know that not only are their children being cared for but also that they are in a safe environment. As such, adults serving in any children’s ministry program will be required to provide a current police background check. Youth helpers will be required to take an age appropriate child care course.

**Edit to suit your church.**

**Benefits to this position**In your role as Nursery Attendant you will have opportunities to meet and connect with members of your congregation who have young families as well as those who are visiting with their children. It is also great to know that through your gifts you are helping others get the most out of their worship experience.**Edit as you see fit.**

*\*\*Some information provided for this document was taken from the booklet “So you’ve been asked to Serve in the Nursery” by Carol Evenhouse. Additional information came from a couple of Christian Reformed Churches and a few websites.*