

## Gonzalez United Methodist Church Position Description

This document was last reviewed on 3/2/10
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**Job Title:**                      **Nursery Attendant**

**Responsible To:**                Staff-Parish Relations Committee (SPRC) and Senior Pastor

**Coordinates with:**            Pastor, Children's Minister, and Church Council

**Primary Function:**            Care and supervision of the nursery, coordinate with volunteers, and care for nursery age children during Sunday School and Worship Services.

**Qualifications:**                Must be at least 18 years of age, of good Christian character, and must have the ability to work and effectively communicate with church staff/volunteers and parents of the children in the nursery. CPR and first aid training are required and will be provided by or paid for by the church. This training should be completed within 30 days of accepting the position and updated as necessary to maintain certifications.

**Hours:**                            This position requires approximately 7 hours per week. This employee must be flexible to work during special activities at the church.

**Pay Status:**                      Part-time and hourly

**Benefits:**                        See the Employee Manual for absence, Vacation, and Performance Review.

**Availability of Budgeted Funds:** This position and its salary are subject to availability of budgeted funds that will be evaluated on an annual basis.

### **Job Responsibilities and Duties:**

- Arrive at least 20-25 minutes prior to the start of all worship services and depart only after the last child has been picked up.
- Provide for the care and safety of nursery children.
- Ensure that no child is ever left unattended.
- Supervise and direct nursery volunteers.
- Maintain a proper sign-in and sign-out system designed for the safety of the children.
- Listen to and communicate effectively with parents about nursery matters.
- Maintain a clean and safe place for the children to play.
- Keep a current file on each child in the nursery. Parents will be asked to fill out pertinent information on their child (allergies, special instructions, medications, etc.) that will be used as an evangelism tool as well as for the care and safety of the children.
- Notify the Evangelism team when there are visitors.
- Change and wash baby bed sheets after each use.
- Complete detailed time and attendance records and submit those records to the SPRC on a monthly basis.
- Maintain a working knowledge of the written nursery policies and procedures.
- Coordinate with the church office for notification when there are births in the congregation. Communicate with the parents about the nursery and the care of the newborn.
- Stay informed of new rules and regulations as set forth for church nurseries as provided by the SPRC.
- Be knowledgeable with and abide by Safe Sanctuaries Policy as given in web site <http://www.awfumc.org>. Two qualified persons must be present at all times.
- Abide by the dress code in the Employee Manual.

- Perform other duties and assignments as required.

**Staff-Parish Relations Approval**

Chairperson's  
Signature\_\_\_\_\_Date\_\_\_\_\_

**Employee Acknowledgement**

I have read and understand the provisions of this position description and the Employee Manual as it relates to my employment at Gonzalez United Methodist Church. I accept responsibility for my satisfactory performance of these duties in accordance with all policies and procedures as put forth in Gonzalez United Methodist Employee Manual, the Alabama West Florida Conference, and the Discipline of the United Methodist Church.

Employee's  
Signature\_\_\_\_\_Date\_\_\_\_\_