

Westminster Presbyterian Church Position Description

Title: Nursery Worker

Purpose: To provide dependable, safe, secure, and nurturing care to the children while at our Church, ages 0-3 years in a clean environment on Sunday mornings from 9:30 a.m. – 12 noon and for all special events and services on Christmas, Maundy Thursday, Good Friday and evening services.

Outline of Responsibilities:

- Provide age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer.
- Establish a relationship with the individual children participating in the program, which both nurtures and respects them.
- Maintain a friendly and professional relationship with their parents.
- Set up snacks, stories or other special materials for crafts used by the children.
- Teach the Frolic Curriculum lesson prepared by the Director for Children's Ministry.
- Arrive on time. Dependability is essential.
- Communicate in advance, by phone to the Director of Children's Ministry: 1) any planned absences with an advance two-week notice, or 2) any unplanned absences at least 24 hours prior to the shift.

Accountability: Works under the direction of the Director of Children's Ministry, in close cooperation with other staff members, and is accountable to the Associate Pastor for Family Ministry, the Pastor/Head of Staff, and to the Personnel Committee. The hiring and termination of Nursery workers shall be the ultimate responsibility of Personnel Committee.

Evaluation: Evaluation will be completed annually by the Director of Children's Ministry and Associate Pastor for Family Ministry.

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