

Wynndale Presbyterian Church

6600 Terry Rd, Terry MS 39170

Nursery Worker Guidelines & Job Description

1. As a paid worker, you are **committing** to a vital part of our church's ministry. You will need to be in the Nursery by **9:30am** (at the latest) and stay until service gets out/last child is picked up. If the Nursery does not have any children show up that day, we would like you to attend worship with us.
2. If you're unable to serve for any given Sunday, it is your responsibility to notify the Pastor and the Women in the Church (WIC) President:
 - Seth Duhs Teaching Elder (Pastor) 601-624-0727
 - Katherine Mazanec WIC President 620-515-0445
 - **Unless it is an emergency**, please notify leadership **10** days in advance if you'll miss a Sunday. If you miss **three** Sundays within a year *without* notifying church leadership will result in removal from position.
3. You should always have at least **1** church volunteer assisting you every Sunday.

Nursery Schedule

9:30-9:45 am	Greet children & parents, sign-in, get to know other church volunteers helping you
9:45-10:05 am	Bible lesson activity, snack, organized craft
10:10-10:35 am	Free play time
10:35-11:00 am	Parents pick up older children or parents drop off younger children for 11:00 worship service
	Restroom break for all children & volunteers
10:45am	Second Nursery volunteer arrives to help
11:00am - service ends	Free play time, have children help start cleaning up Nursery around 11:55am

4. **First impressions are important!** Nursery workers need to exhibit a friendly, warm, and caring personality while enjoying caring for children at Wynndale Presbyterian. Be ready to play! Wear pants or jeans so you can interact with our children. Respect each volunteer and remain attentive to children at all times! Cellphones are for emergency communication only. Be able to **correct and discipline** them in love when necessary.

5. By becoming a Nursery worker at Wynndale, you submit to having a background check run on you at some point. You will also be required to attend a CPR training class at a local hospital/health facility within 3 months of the position start date. This training expense will be reimbursed to you by Wynndale Presbyterian upon bringing the class receipt. Your CPR Training certificate will be displayed in the Nursery for all parents/volunteers.

Nursery Expectations & Information

1. **YOU are ministering** not only to the children, but to their parents/guardians! Get to know them and be **inviting** as they drop their children off, especially if it is a new face.
2. When a parent/guardian drops off a child, make sure they **sign in the child** on the white board in the nursery by providing: the child's name, their name, contact #, along with any special instructions/allergies of the child. This is the number you will call/text if there is an issue during Sunday School and the 11:00am service.
 - If a child is inconsolable after **15** minutes, please text the child's parent/guardian and ask them to come assist in settling the child.
 - Keep an eye on Nursery supplies. On the white board, write down anything that the Nursery needs and inform the Pastor/WIC President as needed.
3. If a child is injured while in the nursery, but it does **NOT** require immediate attention of the parents/guardians, please make sure you inform them what happened during pick up. Bruises and small cuts are expected, *but no one likes surprises!* Keep the **first aid kit** in the same spot every week where it is easily accessible and visible.
4. One of the biggest **safety issues** in the nursery is **child pick up**. Make sure to inform the parents/guardians that the person checking in the child must be the **same person** picking the child up, *unless explicitly instructed otherwise at check in*.
5. The nursery is a place for parents/guardians to feel comfortable leaving their children during church, so encourage them to do just that! Adults other than scheduled nursery volunteers (including parents) **CAN NOT** stay in the Nursery.
6. **Any male volunteers** are **NOT** permitted to change diapers or take a child to the restroom. Female volunteers need to be mindful of this expectation. **CHECK diapers!** Not checking diapers at all can cause rashes!
7. Before leaving the nursery, please ensure that all toys are put away, trash picked up and the rooms "reset" for next Sunday. Please try to involve the children in cleaning up the toys and taking care of their space.
8. You will be paid **\$100 a Sunday**, one paycheck given at the end of each month. This position will not be available until **Sunday, July 30, 2023**. If interested, please email a resume to wynndalepres@gmail.com. Once your resume is received, the Pastor will call you for an in-person interview. Interviews will take place before or after July 30.

Thank you for your commitment to our littlest ones at Wynndale Presbyterian!