

Nursery Coordinator

Christ Lutheran Church

JOB TITLE: Nursery Coordinator

SUPERVISOR: Noel Thompson, Director of Student Ministries

GENERAL JOB DESCRIPTION

The Nursery Coordinator shares in the responsibility of care, creating a nurturing environment providing a positive and friendly environment for children. The Nursery Coordinator schedules, oversees and provides adequate training of all Nursery Assistants to ensure the proper care is provided 100% of the time. The Coordinator is encouraged to develop and enhance enrichment programs for children and look for ways to involve them in worship when opportunities present themselves.

MAJOR DUTIES AND RESPONSIBILITIES

- Arrive 15 minutes before each function/service to prepare the nursery site.
- Have parents/guardians sign in and check out children on the provided chart.
- Learn the children's names and ages.
- Supervise the children to guarantee their safety in the nursery and on the playground.
- Plan and provide a variety of activities which encourage children to experience growth, fun, and interest during their time in the nursery.
- Use appropriate discipline (such as "time out", gentle words of instruction, removal from situation); physical discipline is not tolerated. If appropriate discipline does not remedy the situation, a parent will be notified when they pick up their child.
- In the event of a health care situation (i.e., vomiting, bloody nose, soiled diaper, etc.), the child care providers are required to wear rubber gloves while cleaning up. Disposal of all soiled materials must be complete.
- Rest room trips must be made under the supervision of the child care providers.
- Children who exhibit clear signs of ill health will not be granted permission to use the nursery.
- Create and maintain a monthly nursery schedule that is communicated ahead of time with nursery assistants
- Ensure the nursery is properly cleaned between services and after the last service of the day.
- Implement COVID-19 Safety protocols for Nursery Assistants and Nursery Area.

GENERAL RESPONSIBILITIES

- Joyfully assist church members in providing child care services when needed. Examples to include; small group ministries and their scheduled meetings and/or jpeg fellowship events.

QUALIFICATIONS FOR THE JOB

- A love for children
- Understanding of differing developmental levels and needs of children
- Enthusiasm and high energy with strong social skills
- Strong social skills
- A vision for improving this important ministry
- All Required training & certifications for employees working with children

HOURS

- Sunday morning – From 7:45 to 12:15
 - Manage Nursery Support Schedule to ensure a minimum of 2 adults are on duty
- Seasonal Wednesday nights – From 6:45PM to 8:00PM (For Special Holiday Services, the season of Advent and Lent)
- Occasional at-need times

SALARY

- \$16.00 per hour
 - Evaluated semi-annually, and compensation adjusted accordingly

Facility Set Up Job Description

This part-time (7 to 12 hours a week) position is largely responsible for the preparation of rooms and minor upkeep of the Christ Lutheran Church campus and reports to the Office Manager. This position does require a level of flexibility with regard to times and hours required during the week, but does require Sunday morning set up responsibilities.

Responsibilities:

1. Set up and take down for all events, including outdoor events/worship, funeral receptions, mid-week gatherings, and CLIPArts (utilizing the set-up requests and coordinating with the Office Manager).
2. Oversight of all repairs on church furniture and reporting significant damages to Campus Manager.
3. Maintaining order in the storage areas.

Starting wage: \$15.00 an hour

Updated: April 2021

**Christ Lutheran Church
Worship Arts Ministry
Projection Team Member**

Job Description:

As a member of the Projection Team, your work directly impacts the worship experience. A level of excellence is expected and required as part of this very important ministry team.

Qualifications: A strong and committed Christian with a desire to grow and become vitally active in the mission, vision and values of Christ Lutheran Church.

Expectations: As a member of the projection team, you are expected to be alert, focused, able to problem solve, remain calm under pressure, work as a team player, be prompt and dependable, and to accurately keep and turn in a time card. Proficiency in Power Point and Pro Presenter (or the ability to learn to run these programs) is required.

Position Description:

Pre-Worship Service Responsibilities:

- Arrive no later than ½ hour prior to the beginning of the worship service
- Work as a team and cover for other team members in the event of an emergency
- Review slide shows and worship bulletins before the service begins to be familiar with the material and to be prepared for cues
- Pray prior to the beginning of the worship service, either with the band members or with the sound team members

Worship Service Responsibilities

- Watch and listen for cues to be sure to start slide shows promptly
- Do not make any unauthorized changes to the slide shows or computers
- Work quietly once service begins
- Do not interfere with Sound Technicians

Post-Worship Service Responsibilities

- Sign out when the next shift arrives (½ hour prior to the next worship service)
- Wait for next team to arrive before leaving

Line of Communication: Any scheduling issue should be communicated to the staff equipper.

Violation of Expectations: If expectations are not met every effort will be made to ensure that you understand your position and its responsibilities. Failure to meet these expectations will dictate further action, up to and including termination. The degree of disciplinary action will be determined by the degree to which performance or conduct falls short of standard in codes of ethics, job description, and safety.

Employment at Christ Lutheran Church is "at-will" and either the employee or church may terminate employment at any time and for any reason.

Name _____ Date _____

I have read, understand, and agree with the above document as indicated by my signature.

Projection Team Member Starting Wage is: \$14.00 per hour

Christ Lutheran Church
Nursery Assistant

Job Description: As a member of the Nursery Team, you are responsible for providing a positive nurturing environment that is friendly, inviting, and safe for both parents and children. Nursery time should be enjoyable for both parent helpers and the children. The nursery plays a significant role in the success of worship. **This position reports to the Nursery Coordinator and will communicate any schedule needs or changes with the coordinator.**

Qualifications: A strong and committed Christian with a desire to grow and become vitally active in the mission, vision, and values of Christ Lutheran Church

Expectations: As a member of the Nursery Team you are expected to love and respect children, to be responsible and friendly, to communicate with the Nursery Coordinator and parents, and to accurately complete and submit a time card. This position will need to follow the CLC Code of Ethics as well as our Child Safety Policy. The position will require hours worked during Sunday Morning Worship and mid-week special services.

Position Description:

Pre-Worship Service Responsibilities:

- Arrive on Schedule to greet parents and children
- Verify that healthy children 5 years and under are signed into the nursery by a parent or guardian.
- Learn the names and ages of children.
- Maintain the supplies (diapers, wipes, and rubber gloves).

Worship Service Responsibilities:

- See that children are both physically and emotionally safe in the nursery and play areas.
- Provide a variety of activities to keep children and interested, this may be an activity provided by the Director of Student Ministries
- Provide a small snack (optional).
- The act of discipline is dependent upon the age level of the child. Appropriate types of discipline are kind and gentle words, removal from the situation, and "time out". If all previously mentioned forms of discipline fail to resolve the situation, parents will be notified to come and remove the child from nursery.
- In the event of a health care situation (vomiting, bloody nose, or soiled diaper) childcare providers are required to wear rubber gloves while cleaning up.
- Wear a mask at all times and follow any COVID-19 safety procedures.

Post-Worship Service Responsibilities:

- Ensure the appropriate family member or guardian picks up children.
- All soiled materials must be placed in the dumpster at the end of services or the end of the morning (whichever is most appropriate).
- Share in the responsibility for "clean up". The room is also used by the preschool.
- Report any broken or inappropriate toys.

Nursery Assistant will start at an hourly wage of \$14.00/Hour