

# Christ United Methodist Church

300 N. Mill Street  
Merrill, WI 54452  
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## NURSERY ATTENDANT

### Job Description

1. The Nursery Attendant (NA) is accountable to the Nursery Coordinator (NC) and the Pastor, and is under the supervision of the Staff-Parish Relations Committee of the church.
2. It is important that the NA maintain a courteous, helpful relationship with the children, parents, and volunteers in the nursery.
3. The NA has oversight of all childcare provided in the church nursery on Sunday mornings and during special services when childcare is provided. The NA works to insure the care, comfort and safety of parish infants and toddlers during the worship or educational activities of their parents. An authorized volunteer will assist the NA each week.
4. The NA shall be in the nursery, ready to receive children by 10am and remain until Noon on Sunday mornings to ensure return of all children to their parents and cleanup of the nursery. All Sunday morning time within these parameters (normally 10am-Noon) requires the presence of the NA in the nursery.
5. The NA shall maintain a log of parent's/children's names, in case of emergency and to monitor nursery use, along with notation of any allergies and other information deemed important.
6. The NA shall monitor supplies and inform the NC of any need to replenish items.
7. Occasional evening church activities or special services may require nursery care. (Lenten services beginning with Ash Wednesday, Maundy Thursday, Good Friday; Easter Sunrise; Christmas Eve; occasional ecumenical services). Attendance by the NA for these activities/services will be negotiated.
8. In case of illness or emergency absence, the NA shall contact the NC (or church office or Pastor if necessary) so that substitute supervision can be arranged.
9. The NA position shall be compensated at the rate (currently \$10/hour) to be paid monthly. (No other benefits are provided.)
10. There is no pay in the unusual event that church or other activity is cancelled. Attempts will be made to give as much advance warning as possible.
11. The NA will have up to 4 Sundays off per year, but must schedule those at least two weeks in advance with the NC. The NA is expected to cover regular Easter Sunday service unless a Sunday off is negotiated.
12. If the NA shares the position, the participants need to set up the schedule between them to cover all Sundays.
13. A satisfactory background check is required for employment. (Child Care certification is **not** required.)

14. The NA is expected to comply with the Church's 'Policies regarding Children, Youth, and the Adults who work with them' (Safe Sanctuary Policy) as outlined in our brochure.
15. These guidelines are subject to revision by the Care Committee and/or Staff-Parish Relations Committee, in consultation with the NA, the NC and the Pastor.

7/19/2016