

## **Ministry Job Description: GCRC Nursery Coordinator**

### **Goal of Position**

“Jesus captured the essence of nursery ministry when he told his disciples, “Whoever welcomes one such child in my name, welcomes me” (Matt. 18:5). The welcome you extend to babies and toddlers in a church nursery is the very first experience most of them will have, outside of their family relationship, with the love of God. It is the start of a lifelong journey of learning about Jesus. Although they may not recall memories from spending time in the nursery, they “will begin to make the earliest connection between the security they feel in the nursery and God’s love for them.” Additionally, the church nursery is an important component of reaching out to parents. Providing a loving, caring and safe environment for their children, gives parents confidence that they are free to worship with the rest of the congregation and be spiritually fed through that time.

### **Reports to**

Children and Youth Discipleship Committee (CYDC) and Children and Youth Discipleship Director (CYDD)

### **Responsibilities**

Lead a team of nursery volunteers (list of volunteers will be provided) by assigning who serves from week to week, provide training and be responsible for updating any information or instructions.

Hold people accountable to their roles and hear any suggestions and recommendations made by volunteers and/or parents.

Be familiar with the emergency kit and where it is located

Be familiar with and ensure all nursery volunteers follow Safe Church Policy protocols.

Routinely clean and sort toys, wash linens, etc. (currently this is being done by two volunteers)

Manage supplies of diapers, wipes, snacks, etc.

Create a way of ensuring that the signing in/out of children is done in a consistent and safe manner.

### **Time required**

Every three months update the list of volunteers needed for each Sunday. Provide the list to Pat Woudstra in the office. Pat will email the list to volunteers, and she will send out a reminder two weeks in advance to those who are serving in the nursery.

Clean toys and linens, weekly or bi-weekly (currently this is being done by two volunteers)

Purchase nursery supplies, as needed (submit receipts to be reimbursed)

### **Length of commitment**

Two years commitment.

### **Training Provided**

Training should include

- Safe Church Policy
- How to handle emergency situations, including procedures for fire drills
- How to contact parents during worship.
- How to manage volunteer list
- How to create volunteer schedule
- How to train nursery volunteers

## **Qualifications**

- Have a heart for the little ones in our congregation.
- Current police background check
- Ideally trained in children first aid care

## **If applicable, Nursery should operate in a manner consistent with the Ministry of Health's COVID Guidance**

- All nursery workers must be screened by GCRC screening prior to arrival
- All nursery workers are required to wear a non-medical mask and a face shield (as children will not be masked). Masks with a transparent panel in the front are an option as long as it covers the nose, mouth and chin as required under the Regional Municipality of Halton By-law 47-20, unless exempted.
- Bottle of hand sanitizer and sanitizer wipes are available in nursery for workers to use as needed
- Children 4 and under don't have to wear masks
- All toys used must be such that they are easily sanitized (no plush/cloth toys)
- "Used toy" bins. Once a child is done playing with a toy, it has to be put into the bin by volunteers so no one else uses it
- All large equipment should be wiped down with sanitizer at the end of the service
- Have 2-4 bins of toys for separate weeks, so that the toys only need to be washed every 2-4 weeks
- The bigger toys that can't be easily sanitized/wiped like exersaucers or baby bouncers are stored in a separate storage area so no one else can touch them until the following Sunday
- Serve a snack and water if parents bring it
- Nursery workers during COVID,
  - At least one person in nursery needs a current police check
  - Parent and their teen youth
  - Two parents and third unrelated person (unrelated people must maintain physical distancing)

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