

## Primary responsibilities for the Nursery:

- Develop, communicate, and enforce all nursery policies.
- Provide nursery care for worship services and special church events or meetings.
- Interview, hire & supervise nursery staff.
- Recruit, train and supervise servant leaders.
- Schedule nursery staff and servant leaders. Find substitutes when needed. Keep background checks current.
- Maintain accurate records of nursery staff, servant leaders and children in the church database to ensure check-in accuracy for attendance records and class lists.
- Input and maintain children and family information in the database including visiting families. Contact new families to discuss nursery & other areas to help them connect. Follow up as needed with all nursery families.
- Manage check-in computers & pager system for the nursery.
- Greet families at check-in & direct visiting families to correct classrooms.
- Purchase and maintain adequate inventory supplies needed for the operation of the nursery. Inspect all nursery equipment, discard & replace items as necessary.
- Maintain organized, clean, and safe nursery rooms. This includes washing baby linens, sanitizing toys, and washing ball pit balls. There are 11 rooms including the nursing mother's room.
- Plan, prepare and manage the budget and expenditures for the nursery ministry.
- Develop or purchase curriculum for the Nursery Ministry.
- Complete classroom lessons for each age group. Prep for each lesson which includes gathering supplies needed, making copies, laminating, cutting, and printing parent handouts for the monthly/weekly needs.
- Make sure weekly set up for rooms is completed each time there is a nursery. This involves moving nursery equipment and large toy items in place for nursery use (rooms are shared space, so certain items are moved weekly.)
- Update & maintain the weekly posts for the nursery social media pages.
- Support and help resource families in the nursery ministry.
- Purchase and give new baby gifts.
- Plan and implement Baby Dedication events.
- Direct all preschool activities or events that are offered through the Nursery Ministry.