**Nursery Attendant**

***Job Description***

1. The Nursery Attendant will be present in the nursery 15-minutes before worship services begin and will not leave until all children in the nursery have been reunited with their parents.
2. The Nursery Attendant will make every effort to be present during all regularly scheduled worship services, including (but not limited to): Sunday mornings (9AM & 11AM), Ash Wednesday, Wednesday Lenten services, Maundy Thursday, and Christmas Eve.
3. The Nursery Attendant will provide childcare on Ministry Nite (2nd Tues.) from 6:30PM-7:30PM.
4. The Nursery is for children ages 0-5 only. The responsibilities of the Nursery Attendant are to:
5. Monitor children’s play in a safe and accepting environment.
6. Provide for children’s basic needs such as security, snack, drink, and toilet or changing as these needs arise.
7. Monitor toy and equipment safety or disrepair and take broken toys to the church Christian Education Office.
8. Maintain a small supply of paper cups, crackers, and diapers in the nursery. Keep store receipts and turn into the church office for reimbursement.
9. Coordinate schedules with other attendant(s).
10. Make arrangements as needed to have a helper present; only the Nursery Attendant and helper(s) should be in the nursery.
11. Leave the nursery room picked up and in order after each session.
12. Submit a timesheet by last Sunday of the month to the church office.