

## **NURSERY MINISTRY ASSISTANT**

### **SUMMARY DESCRIPTION:**

The Nursery Ministry Assistant is an ambassador of Jesus to young children and their families. This person should be a member of LPC or another community of faith here in Lebanon who lovingly welcomes little children, their parents, and their grandparents into the arms of Jesus and His church.

### **QUALIFICATIONS:**

- Have a personal faith in Jesus Christ
- Be gifted in caregiving, nurture, and teaching
- Be able to pass a criminal background check
- Have a high school diploma
- Have personal and/or professional experience working with young children and families
- Be willing to be trained in teaching and procedures for the ministry

### **PRINCIPAL DUTIES:**

1. The Assistant will be present when scheduled by the Nursery Ministry Leader. If this person cannot be present for an assigned shift, he or she will contact the Nursery Ministry Leader and the Children's Ministry Leader as soon as possible. (10%)
2. The Assistant will read and follow current policies and procedures – including those for LPC generally and for the LPC Embrace Nursery Ministry. (10%)
3. The Assistant will carry out essential tasks assigned by the Nursery Ministry Leader, including cleaning and sanitizing the nursery, performing check-in and check-out procedures, and putting away toys. (20%)
4. The Assistant will attend to the physical, emotional, social, and spiritual needs of each child by... (30%)
  - changing diapers
  - feeding according to parent instructions / providing snacks
  - holding and rocking
  - playing
  - singing
  - reading
  - praying
  - worshipping
5. The Assistant will help children and their parents learn about and experience God by... (30%)
  - warmly greeting parents and children as they arrive
  - introducing themselves to new families
  - interacting in a friendly manner with children, parents, and each other
  - being an example of Jesus
  - taking their assigned part in teaching and sharing the Christian faith
  - engaging in the activities outlined in the LPC Embrace Ministry Policies and Procedures
  - warmly greeting parents and saying goodbye to children as they leave

**SUPERVISION:** Reports to the Nursery Ministry Leader and the Children's Ministry Leader