

NURSERY CONTRACT WORKER

The nursery contract worker will provide proper care and nurturing to babies/toddlers during church services and special events.

Ministry Area/Department	Nursery
Position	Nursery caregiver [contract worker]
Accountable To	Pastor and / or Nursery coordinator
Ministry Target	Babies and their parents
Position Is	Contract and / or Volunteer
Position May Be Filled By	Other approved individual
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Teaching • Pastor/shepherd • Mercy-showing • Serving
Talents or Abilities Desired	Loves and is able to care for babies and toddlers • No criminal record of child abuse or violent crimes
Best Personality Traits	Loving • Levelheaded • Dependable-expresser
Passion For	Showing God’s love to parents and babies through providing loving care and Christian nurturing to babies
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two-and-a-half hours a week
2. **Participating in meetings/training:** quarterly or as requested

RESPONSIBILITIES/DUTIES

1. Arrive at least 15 minutes prior to service or event
—earlier if expecting a larger crowd for special services or events.
2. Become familiar with nursery policies and facilities.
3. Greet parents and sign in/out babies/toddlers.
4. Take care of babies/toddlers in the nursery, following nursery policies for safety and proper care:
 - a. Change diapers/clothing as necessary; check diapers near end of service.
 - b. Rock, play with, sing to, play music for and show picture books to babies/toddlers.
 - c. Feed babies when needed or as requested by parents.
 - d. Give snacks to toddlers, if applicable .
5. Change crib sheets after babies/toddlers have been picked up.

6. Place dirty toys in container to be cleaned/disinfected
7. Clothing “MUST” be conservative in nature [appropriate for church]
 - a. NO short shorts (Bermuda type shorts acceptable . . . length must be at least mid-thigh.
 - b. NO halter tops
 - c. Shoes must be worn
8. No Smoking
 - a. No Smoking allowed in any building on the church grounds
 - b. No Smoking breaks are allowed during hours contracted to work in Nursery
9. Co-workers or guests of worker must be on approved list and abide by same rules as worker.
10. ALL accidents must be reported to Pastor or Nursery coordinator.
11. NO foul or abusive language allowed at any time for any reason while on church grounds

I hereby relinquish employee rights and agree to work as a contract worker, [described as one not performing this work exclusively for Fordoche Baptist Church, but for others also], for Fordoche Baptist Church of Fordoche Louisiana under the above list of terms and conditions.

Signature Becky Villere

NURSERY COORDINATOR

The nursery coordinator will oversee and coordinate the nursery ministry.

Ministry Area/Department	Nursery
Position	Nursery coordinator
Accountable To	Christian education director
Ministry Target	Babies and their parents
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving • Pastor/shepherd
Talents or Abilities Desired	Organized • Loves babies and children • No criminal record
Best Personality Traits	Cheerful • Kind • Dependable-leader
Passion For	Protecting, caring for and showing love of Christ to young ones • Offering a safe environment where parents are comfortable leaving their little ones
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a quarter

RESPONSIBILITIES/DUTIES

1. Recruit and train volunteers and/or contract workers to serve in the nursery.
2. Organize the nursery and ensure its cleanliness and safety.
3. Develop, post and enforce nursery policies.
4. Routinely inspect nursery equipment, toys and supplies:
 - a. Report repair and maintenance needs to appropriate personnel.
 - b. Restock supplies when needed.
5. Obtain and keep a library of picture books and music/songs on cassettes or CDs for use in the nursery.
6. Keep a current list of nursery caregivers with names/addresses/phone numbers.
7. Schedule nursery caregivers for every service and special churchwide event in which nursery care is needed.
8. Collect and launder used crib sheets weekly.
9. Clean/disinfect dirty toys as necessary.

10. Oversee budget and expenditures for the nursery ministry.