

Westminster Presbyterian Church

... a church called to love Christ and live our faith through worship, witness, sharing and serving.

TITLE	Nursery Attendant
PURPOSE	To provide child care for infants and small children in the nursery during worship services and other special functions as requested.
RESPONSIBILITIES	Arrive promptly at 9:00am to prepare nursery and welcome children. Care for children in a kind and gentle manner. Change diapers as needed. Feed/care for children as instructed by parents. If problems arise, retrieve child's parents from sanctuary. Maintain a safe, clean, and orderly nursery. Inform pastor of any concerns or supply needs. Attendant may remain in the congregation when there are no children that need to be in the Nursery. To assume any other duties as may be necessary to carry out the ministry and mission of Westminster Presbyterian Church. Notify the Westminster Pastor and Secretary of any changes in address and phone. Give 2 weeks notice if resigning from position. Advise the Pastor of situations not covered by these guidelines. Advise the Pastor of tweaking needed in Position Description.
QUALIFICATIONS	Experience with small children of pre-kindergarten age. First Aid and CPR for children and infants. Child Protection training with Westminster or other approved training.
ACCOUNTABILITY	Reports to the Pastor as Head of Staff and works in close connection with the Elder for Educating and Equipping.
EVALUATION	A performance review will be conducted annually by the Pastor and the Elder for Educating and Equipping and may include the Personnel Committee.
TIME/COMPENSATION	It is expected that in performing the duties, the nursery attendant will work 2½ -3 hours per week on Sunday morning, plus additional time as required for special functions. (Additional hours only approved by the Pastor/Head of Staff.) Illness or other emergency that keeps the employee from work should be reported to the Pastor or Elder for Administration using the phone numbers that are updated every January. Compensation for the position will be determined annually by the Session with guidance of the Personnel Committee.