

Nursery Team Description & Responsibilities

2019 Coordinator: Kara Ford
270-590-0490

Overview

The CHBC Nursery is designed for babies and toddlers 0-2yrs whose parents are in the worship service and/or small group

Team Leader Expectations

**see Personnel Team job description as this is a stipend position*

Team Responsibilities

1. Receive children aged 0-2 from their parents.
2. Provide a warm and caring atmosphere for our youngest church attendees.
3. Care for babies/toddlers by offering snack, changing diapers/taking them to the restroom, holding/rocking, and playing with them.
4. Help babies/toddlers clean up at the end of each service so that the nursery is in order for the children coming in for the next service. (If nursery cups are used, please empty them in the restroom sink and place them in the "dirty cups" basket.
5. Wipe down surfaces if necessary (e.g., table/changing table/counter).

* 9:30 only - Help with small group lesson activities/crafts.

Frequently Asked Questions

- How will I know when I am scheduled?

There are 3 places where you can check the volunteer schedule:

1. On the the hard copy schedule posted in the Nursery
2. On the church website - www.coralhillbaptist.com/thisweek
3. On the church app

Also a text reminder will be sent before the first Sunday of the month.

*If you serve one time per month you will likely serve on the same Sunday each month (e.g., first Sunday of the month, third Sunday of the month) during the same service time. If you cannot serve during your schedule time please contact Kara as soon as possible so a substitute can be scheduled. You may also swap dates with other volunteers if mutually agreed upon, but please notify Kara of this change.

- **What time am I expected to serve? to arrive?**
 - Serving at the 8:00 service? Please arrive by 7:45 and please be prepared to stay until 9:25.
 - Serving at the 9:30 service? Please arrive by 9:20 and please be prepared to stay until 10:55.
 - Serving at the 11:00 service? Please arrive by 10:50 and please be prepared to stay until 12:30.

- **Will I need to complete a background check?**

Every Children’s Church worker will need to complete a background check.

- **Is there any other responsibilities or expectations I should be aware of?**
 - i.** A note about check-in: Please verify that all children are checked in, as evidenced by a check-in sticker either on the back of their shirt or their diaper bag, and remind parents that the person picking the child up needs to provide the “Guardian Receipt”. Do not allow a child to leave with an older sibling or other family member without the receipt. In the event that a receipt has been lost verify identity of the parent picking up the child (either with state-issued ID or verification by someone who knows the parent and child).
 - ii.** A note about snacks: Approved snacks are on the counter in the nursery on the side with the table. Please verify potential food allergies with parents if you are unsure. At this time (August 2019) there are no regular nursery with known allergies to any of our snacks. Some parents bring snacks for their child to eat, please do not allow the child to share this snack with others in case of food allergies/sensitivities.
 - Behavior & Discipline Policy (*See attached)
 - Discipline Incident Report (*See attached)