

Title: Nursery Caregiver and Nursery Assistant

Responsible to: Nursery Coordinator

Responsible for: Up to 3 children in the nursery from birth to age 3. The Assistant will help the Caregiver in the care of the children from birth to age 3.

Main Goal: To care for the children in the nursery in a manner which reflects God's love.

General summary:

The nursery caregiver will care for the children in the nursery from birth to age 3 with the help of the assistant caregiver. This will include arriving early – 20 minutes (Assistant – 10 minutes early) before the church service begins and preparing the nursery to receive children if necessary. The nursery caregiver will ensure that children are signed in and out of the nursery, are kept safe from harm of any kind, and treated with love.

Roles, Responsibilities and Tasks:

Maintain a vital spiritual life

Pray for the children on a regular basis

Advise the Nursery Coordinator of his/her absence.

Sign in when on duty

Welcome and care for the children

Nursery Caregiver ensures that parents sign their children in and out of the nursery

Maintain assuring and friendly relationships with the children's parents

Ensure that the safety procedures presented in orientation are followed

Maintain open communication between caregiver, assistant and coordinator

Participate in events and activities that develop leadership skills

Tidy up nursery at the end of the morning.

Attend nursery meetings

Gifts, Skills, Experience and Qualities:

Caregiver: an adult member or adherent of Knox

Assistant: a teen adherent or member of Knox who is beyond Grade 8

Compassion for small children

Patience and sensitivity to the needs of small children

Creativity in play with small children

Screening Procedure:

In accordance with the Leading with Care policy of the Presbyterian Church in Canada, screening of adults involved in ministry with children, youth and vulnerable adults includes the acceptable completion of the following: a teacher, caregiver, pastoral care leader form; a Covenant of Care form; a Police Records Check; a reference check; and an interview by the Coordinator and Ministry Convenor. The Minister will be consulted prior to the screening process.

Orientation and Training:

Mandatory orientation program including Leading with Care

Fire, safety and emergency procedures

Nursery meetings

Other Training as required

Support Supervision and Evaluation:

As a support to the Nursery Caregiver and Assistant, Knox Presbyterian Church will provide assistance by the Nursery Coordinator or a second Caregiver, self-evaluation opportunities at training events and regular prayer.

Schedule and commitment:

Caregiver provides nursery care and Assistant helps on Sunday morning as agreed upon and scheduled

Attend worship services regularly