

Job Description: Nursery Worker

[Church Name] · Approved by SPRC [date] · Reviewed [date]

Reports to: [the pastor / children's ministry coordinator] — one named adult **Classification:** part-time, **non-exempt (hourly)** **Hours:** Sundays [time]–[time], plus [] additional hours **Compensation:** \$[]/hour, with a stated **minimum call-in** of [] hours — see the notes **Minimum age:** [CHOOSE — see notes; 18 for the responsible adult]

Purpose

To provide safe, warm, attentive care for infants and young children so that their parents can participate in worship, and so that a family's first experience of this church is one they trust.

Core responsibilities

Care and safety - Arrive [] minutes before service; stay until the last child is collected. - Receive and release children using the church's check-in/check-out procedure — **children are released only to the adult recorded at check-in**. - Maintain the required ratio of caregivers to children at all times. - Follow the church's Safe Gatherings / child protection policy without exception, including the **two-adult rule** and visibility requirements. - Administer no medication [or state the written exception procedure]. - Follow the church's allergy and food policy.

Environment - Sanitize toys, surfaces, and cribs after each use. - Keep the space tidy and hazard-free; report anything broken immediately. - Maintain the sign-in log and diaper/incident records as required.

Communication - Report any injury, illness, or behavioral concern to a parent *and* to the supervisor the same day, in writing. - Greet new families warmly and walk them through the check-in process.

Sizes

This role scales by **Sundays covered and hands needed**, not by responsibility:

- **Regular (every Sunday, plus weekday programming):** the responsibilities above, plus opening and closing the space and maintaining supplies.
- **Alternating or shared:** two workers on a published rotation; add “coordinate handoff and supply needs with the other worker.”
- **On-call / substitute:** the same duties, the same screening, and a stated minimum call-in payment. **A substitute is not a lower standard of screening** — it is the same standard, arranged in advance, which is why the church keeps a screened substitute list rather than finding someone that morning.

Qualifications

- At least one **adult 18 or over** on duty at all times; [CHOOSE whether additional workers may be 16–17, and note that a minor never counts as the responsible adult].
- Experience with infants and young children.

- Current CPR and first aid certification [required / preferred / church pays for it – choose, and if you require it, pay for it].
- Patient, alert, and reliably on time.

Screening – required

- Background check **before the first shift**, not after.
- Safe Gatherings-type child protection training, renewed on the provider’s cycle.
- References checked, including at least one non-family reference.
- [CHOOSE: many churches require a waiting period – e.g. six months of attendance – before an adult may work with children. Decide deliberately; it is a well-established safeguarding practice, and it is also the rule most often waived in a staffing pinch, which is exactly when it matters.]

Working conditions

Lifting infants and small children; frequent bending; exposure to childhood illnesses; occasional evening or event care.

This is a starting point, not legal advice. Employment law varies by state, and your annual conference may have policies that go beyond the Discipline. Before you rely on anything here for a hiring, firing, or compensation decision, run it past your conference office or chancellor.

Paragraph references are to the 2020/2024 Book of Discipline. This document paraphrases; for the binding text, see the Discipline itself.

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