

Nursery Team

Expectations & Responsibilities

Overview

The CHBC Nursery is designed for babies and toddlers 0-3yrs 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 (0-1, 2-3) from their parents (check for check-in tags, allergies, other important information from parents).
2. Provide a warm and caring atmosphere for our youngest church attendees.
3. During teaching time, babies/toddlers should be seated at the table with snacks, a short video lesson will be available via the Smart TV on the CHBC YouTube account. Children in the 2-3 room have an activity sheet to complete as well. The lesson to play and discuss will be communicated to you prior to Sunday, and a schedule is posted.
4. Care for babies/toddlers by offering snacks, changing diapers/taking them to the restroom, holding/rocking, and playing with them.
5. 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 sink and place them in the “dirty cups” basket in the 0-1 room.)
6. Wipe down surfaces if necessary (e.g., table/changing table/counter).
7. If any concerns arise, please feel free to contact Kara (279-590-0490), another Children’s Ministry Coordinator, or CHBC Staff.

Frequently Asked Questions

1. **How will I know when I am scheduled?** You will receive a text verifying your availability on the Sunday you will be asked to serve. (Currently nursery workers serve for both services once every 8 weeks.)

You can check the volunteer schedule any time at www.coralhillbaptist.com/thisweek

*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 the Coordinator 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 the Coordinator of this change.

- 2. What time am I expected to serve? to arrive?** Unless otherwise worked out you will serve for both services. Please arrive by 8:40 and please be prepared to stay until the last child is checked out. (If you are serving for the 10:30 service only, please arrive by 10:10.)
- 3. Will I need to complete a background check?** Every Nursery volunteer will need to complete a background check.
- 4. Are there any other responsibilities or expectations I should be aware of?**
 - a. 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. 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).
 - b. A note about snacks: Snacks are on the counter in plastic containers. Please verify potential food allergies with parents if you are unsure. 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.
 - c. Food and drinks are ONLY allowed when children are seated at the table. Toddlers should not be allowed to walk around carrying food/drinks as they play as this can result in sharing cups, extra messes, etc. Toddlers in the 2-3 room should be seated at a table on the laminate flooring (not the carpeted area) for snacks.
 - d. Play dough, paints, other messy activities should be used at tables only (and on the laminate flooring side of the 2-3 room)
 - e. Behavior & Discipline Policy (*Separate Form)
 - f. Discipline Incident Report (*Separate Form)
 - g. Accident Report Form (*Separate Form)