

New Job Description: Nursery Ministry Assistant

Salary and Hourly Expectations: Assistants will be paid at an hourly rate. Sunday morning shifts will be from 8:30-12:30, in which this person serves as an assistant to the Nursery Ministry Director and works with volunteers caring for children directly. Additional shifts may include Wednesday evenings (for WNT), Thursday mornings (for Mommies Bible Study), and other times for special events or seasonal ministry needs. At these times, or whenever the Director is not present, a Nursery Ministry Assistant may serve in a leadership role within the nursery, working directly with another Assistant and/or one or more Volunteers.

Job Description: The Nursery Ministry Assistant is an ambassador of Jesus to young children and their families. This person should be a member of LPC or another community of faith here in Lebanon who lovingly welcomes little children, their parents, and their grandparents into the arms of Jesus and His church.

Principal Duties:

1. The Assistant will be present when scheduled by the Nursery Coordinator. If this person cannot be present for an assigned shift, he or she will contact the Nursery Ministry Director and the Children's Ministry Director as soon as possible.
2. The Assistant will read and follow current policies and procedures – including those for LPC generally and for the LPC Embrace Nursery Ministry.
3. The Assistant will carry out essential tasks assigned by the Nursery Coordinator, including cleaning and sanitizing the nursery, performing check-in and check-out procedures, and putting away toys.
4. The Assistant will attend to the physical, emotional, social, and spiritual needs of each child by...
 - changing diapers
 - feeding according to parent instructions / providing snacks
 - holding and rocking
 - playing
 - singing
 - reading
 - praying
 - worshipping
5. The Assistant will help children and their parents learn about and experience God by...
 - warmly greeting parents and children as they arrive
 - introducing themselves to new families
 - interacting in a friendly manner with children, parents, and each other
 - being an example of Jesus
 - taking their assigned part in teaching and sharing the Christian faith
 - engaging in the activities outlined in the LPC Embrace Ministry Policies and Procedures
 - warmly greeting parents and saying goodbye to children as they leave