



Minnetonka

UNITED METHODIST CHURCH

Ministry Description

Position Title: **Nursery Attendant**

Compensation: \$17.00 per hour

PT – approx.. 1.5 to 3.5 hours/week

** Nursery coverage is provided by 1-3 people, but only one individual is needed per shift. Nursery shifts include Sundays from 9:45 – 11:15 AM, Wednesdays from 6:15-7:45 PM and additional hours as needed.*



Our Mission:

To make disciples of Jesus Christ for the transformation of the world



Our Vision:

To be caring, inclusive and Spirit-filled in all we do

Position Qualifications:

- High School diploma and experienced childcare provider
- Eighteen years of age or older
- Capable of lifting 30 pounds
- Up-to-date First Aid and Infant/Child CPR certification (if not, the church will pay for certification)
- Child Development/Early Childhood background training/degree preferred
- Licensed home childcare provider or DHS-qualified teacher preferred

How Position Helps Achieve Mission: Nursery Attendants will provide a place of stability where the parents of infants and toddlers (birth through pre-K) feel comfortable leaving their children to be lovingly cared for while they engage in worship or other discipleship offerings.

Leadership Structure: The Nursery Attendant is overseen by the Director of Children's, Youth and Family Ministries.

Basic Position Responsibilities/Tasks:

- Offers developmentally-appropriate activities and childcare in the nursery on Sunday mornings and Wednesday evenings (during the academic year), during holiday and mid-week worship services (i.e., Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday) and at other agreed upon times, as needed.
- Develops authentic relationships with children and their families, treating all with welcome, dignity and respect
- Provides a caring, loving and safe environment while playing with the children in the nursery
- Works with supervisor to conduct and review nursery policies and budgetary needs
- Maintains accurate and up-to-date registration and sign-in records
- Notifies Office Administrator when supplies are needed
- Reports all nursery incidents or injuries both verbally and in writing to supervisor
- Washes and disinfects nursery toys and furniture on a daily basis

Leadership Responsibilities:

- Oversees the implementation of established Safe Gatherings procedures.
- Advocates for children and parents, so as to encourage spiritual growth at home and in the life of the church.



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Review Process:

Under-performance, poor performance or poor fit between the individual and the position or church will not be accepted. The Nursery Attendant will meet with the Director of Children’s, Youth and Family Ministries bi-annually to review goals, performance outcomes and fit. Notes will be maintained. If it is determined that the individual is unable to fulfill their duties in accordance with their ministry description, they will be expected to engage in a process for ministry release.

- Trains, supervises and works with volunteer nursery attendants
- Creates and implements strategies to develop, innovate and enhance the nursery ministries of Minnetonka United Methodist Church, which includes goal setting, outcomes and evidence measures.
- Provides regular updates and feedback to the Pastor, Director of Children’s, Youth and Family Ministries and the children’s, youth and family ministry representative on the Servant Leadership Board.

Performance Expectations:

- Displays a love for and belief in Jesus Christ
- Considers this position a ministry and not a job
- Exhibits a passion around caring for, working with and nurturing faith development in children
- Demonstrates commitment to the inclusivity of all God’s people and collaborative teamwork
- Values and maintains healthy boundaries, confidentiality, punctuality and reliability
- Exhibits excellent communication and relational skills, and provides a welcoming, hospitable and informative presence
- Adheres to the policies and procedures outlined in the church’s Employee Handbook and publicly supports the pastor, staff, theology and mission of the church

Expected Outcomes and Metrics Criterion:

Additional Comments:

Expected Outcomes	Metrics	Review/Notes
Contribute to annual mission and vision achievement	Development and implementation of annual goals in pursuit of the mission and vision	
A clean and well maintained nursery environment	Toys and furniture disinfected daily, toys and supplies put away, best practices followed	
Accuracy and timeliness in all duties and documentation	Consistent implementation of Safe Gatherings policies and procedures, record-keeping; preparedness and punctuality	

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

