

NURSERY INSTRUCTIONS

Coordinator: Mrs. Mary Aiken – 743.4920

Thank you for your willingness to serve as a nursery attendant. Your ministry to our *Core Value* “*Children and Youth*” is appreciated.

Please Note:

I. Arrival Time:

Please arrive in the nursery one-half hour before the beginning of the service at which you are scheduled to serve. We have Choir members and visitors coming into the Nursery looking for assistance with their children. Please be available.

II. Reminder:

A phone call or reminder notice will be either mailed or emailed to you prior to your assigned Sunday.

III. Substitutes:

If you are unable to serve for an assigned service, please contact a substitute and pass the information on to the Nursery Coordinator by Monday of the preceding week.

IV. Sign-In and Sign-Out:

As a Nursery Care Provider, you may be the first person a visitor meets. Please be friendly and helpful. Everyone who places his/her child in the Nursery should sign them in. No child should be excused until the parent has arrived to pick him/her up. Please wait until all the children have been delivered to their parents before you leave.

V. Name Tags:

Are available in the card file box in the nursery so that you can be identified by the parents who are dropping off their children. If you don't have a name tag please leave a note in the church office and one will be made up for you.

VI. The Nursery is for pre-school aged children:

Please send other youth, who are not assigned to help and who are older than pre-school age, into worship.

VII. Children's Message:

We would like to have the children in the Nursery brought into the Sanctuary for the Children's moment at the Sunday morning service. If a child is not well-behaved and you are uncomfortable with the level of control, please feel free to have one attendant remain with him/her in the Nursery.

VIII. Schedule:

Attached is the current schedule.

IX. Participants List:

Attached is a list of additional participants that you may contact if you need to find a replacement for your assigned date.