

Dear Nursery Volunteer,

**Thank you so much for volunteering to serve Unity's infants and toddlers. This is a very important ministry!** Below you will find some information regarding your volunteer position. If you are a returning volunteer, please be sure to read through all of the information as we have made changes to some of the procedures. If you have any questions, please feel free to contact us by email at [jlbunge@comporium.net](mailto:jlbunge@comporium.net) or [lhringley@unityfortmill.org](mailto:lhringley@unityfortmill.org) or through the church office.

In Service, *Lynn Ringley* and *Linda Bunge*, Nursery Coordinators

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**How will I know when I am scheduled to volunteer?** You will receive several schedules throughout the year. With the exception of the first schedule of each year, you will receive the schedule 1-2 weeks prior to the first assigned date. *We will require help for special services and holidays and I encourage you to sign up in the nursery for those dates.* **THE SCHEDULE WILL ALSO BE POSTED ON THE CHURCH WEBSITE.** [www.unityfortmill.org](http://www.unityfortmill.org) You will receive a postcard reminder from the church the week you are schedule to work. Your name will also appear in the newsletter and the church bulletin as an additional reminder.

**What if I am unable to volunteer on the assigned date/time?** Please make arrangements to switch with another person\* on the current schedule and contact the church office to notify them of the change so the schedule, newsletter, and bulletin can be updated. (*\*Please note: adults (18 years of age and older) must switch with another adult. Youth may switch with either an adult or another youth.*) **If you are unable to find a replacement, please contact us.**

**Where should I go?**

Toddler Nursery:

Ages 2 & 3 years old

Room 203

Lead Attendant: Ms. Angie Benjamin

Infant Nursery:

Ages birth to 24 months

Room 201

Lead Attendant: Ms. Sylvia Coleman

Please report to the room **15 minutes prior to the scheduled service** and let the lead attendant know that you are the volunteer. Please sign in and put a nametag on upon arrival. Aprons/Smocks are available if you would like one.

**How can I help?** Please give parents and their child a warm welcome. Help parents sign-in, complete a child identification sticker, and receive a pager. Notify the lead attendant for needed diaper changes or restroom breaks. ***WE ASK THAT ONLY PAID STAFF CHANGE DIAPERS AND TAKE CHILDREN TO THE RESTROOM.***