

JOB DESCRIPTION

Nursery Team Member

DEFINITION

A Nursery Team Member is one who cares for babies up to approximately fifteen months of age during a Sunday morning worship service.

PURPOSE

To model Christ's love while giving physical and emotional care to the children of parents who are attending worship, in Sunday School or serving.

RELATIONSHIPS

1. Recruited by the Nursery Coordinator with the approval of the Director of Preschool Ministries.
2. Responsible to the Nursery Coordinator.

TERM OF SERVICE

A minimum of 2 Sundays per month from September 2010 - August 2011

SPECIFIC RESPONSIBILITIES

1. Pray for other team members, babies and their families.
2. Complete department fall orientation before serving.
3. Attend any meetings throughout the year scheduled by the Nursery Coordinator.
4. Arrive 15 minutes before service start time and stay 15 minutes.
5. In the event of an absence, secure an approved substitute and notify the Nursery Coordinator.
6. Serve with your nursery team members in sharing these responsibilities:
 - Warmly greeting and welcoming infants and their parents.
 - Nurturing infants according to the Protection and Department Policies and parent instructions.
 - Organizing and sterilizing toys and large equipment, countertops and tables so that the room is ready for the next class.
 - Following Sunday Morning checklist
7. Notify Nursery Coordinator of supplies needed in the nursery.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Possess a love for infants.
4. Meet the screening requirements

COORDINATORS: Stefanie Nimick, 630-443-8895 & Rebecca Babel, 630-761-3522 (West Campus)
Wendy Branscom, 847-429-1193 (East Campus)

JOB DESCRIPTION

Toddler Team Member

DEFINITION

A Toddler Team Member is one who serves in a toddler classroom during a Sunday morning worship service.

PURPOSE

To model Christ's love while caring for the physical and emotional needs of toddlers and teaching them the earliest concept of God's love.

RELATIONSHIPS

- Recruited by the Toddler Coordinator with the approval of the Director of Preschool Ministries.
- Responsible to the Toddler Coordinator.

TERM OF SERVICE

A minimum of 2 Sundays per month from September 2010 - August 2011

SPECIFIC RESPONSIBILITIES

1. Pray for other team members, toddlers and their families.
2. Complete department orientation before serving.
3. Attend any meetings throughout the year scheduled by the Toddler Coordinator.
4. Arrive 15 minutes before service start time.
5. In the event of an absence, secure an approved substitute and notify the Toddler Coordinator.
6. Serves with your team members in sharing these responsibilities:
 - Warmly greeting and welcoming toddlers and their parents.
 - Nurturing toddlers according to the Protection and Department Policies and parent instructions.
 - Ensures the provided curriculum is taught (older toddlers) as directed by the Toddler Coordinator.
 - Organizing and sterilizing toys and large equipment, countertops and tables so that the room is ready for the next class.
 - Following Sunday Morning checklist.
7. Notify Toddler Coordinator of supplies needed in the classroom.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Possess a love for children.
4. Meet the screening requirements

COORDINATORS: Stefanie Nimick (630) 443-8895 & Rebecca Babel, 630-761-3522 (West Campus)
Wendy Branscom 847-429-1193 (East Campus)

JOB DESCRIPTION

Toddler Teacher

DEFINITION

A Toddler Teacher is one who teaches curriculum in a toddler classroom during a Sunday morning worship service.

PURPOSE

To model Christ's love while modeling and teaching the earliest concept of God's love.

RELATIONSHIPS

- Recruited by the Toddler Coordinator with the approval of the Director of Preschool Ministries.
- Responsible to the Toddler Coordinator.

TERM OF SERVICE

A minimum of 2 Sundays per month from September 2010 - August 2011

SPECIFIC RESPONSIBILITIES

1. Pray for the toddlers and their families.
2. Complete curriculum orientation before serving.
3. Arrive at the scheduled time assigned for teaching.
4. Notify Toddler Coordinator of supplies needed in the classroom.
5. Attend any meetings throughout the year scheduled by the Toddler Coordinator.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Possess a love for children.
4. Meet the screening requirements

COORDINATORS: Stefanie Nimick (630) 443-8895 & Rebecca Babel, 630-761-3522 (West Campus)
Wendy Branscom 847-429-1193 (East Campus)

JOB DESCRIPTION

Sunday Ministry

Preschool Youth Helper

DEFINITION

A youth helper is a 5th through 12th grade student who serves in a preschool classroom during a worship service.

PURPOSE

- To allow youth the opportunity to learn from adult role models who model Christ's love as they serve.
- To model Christ's love through their actions and words and to learn from adults as they care for and teach children.

RELATIONSHIPS

- Recruited by the Director of Preschool Ministries.
- Responsible to the Department Coordinator.

TERM OF SERVICE

2 times a month (1st, 3rd, 5th or 2nd, 4th Sundays) or weekly during a school year.

SPECIFIC RESPONSIBILITIES

1. Complete department orientation before serving.
2. Pray for and encourage the children.
3. Arrive at least 10 minutes before the service start time.
4. When unable to be present, notify the Department Coordinator.

QUALIFICATIONS

1. Attends First Baptist Church.
2. Completes a Youth Helper Application.
3. Has a love of preschoolers and desires to help them learn about God.
4. Is dependable.
5. To serve in the nursery or toddler rooms, needs to have completed a certified child care class, or provide written documentation of previous experience caring for infants or toddlers.

COORDINATOR: Nancy Deeter 1.630.232.7068 ext. 143
ndeeter@fbcg.com