

Nursery Attendant
Messiah Lutheran Church
7740 Highway 72W Madison AL,
35758 (256) 721-0041

The Nursery Attendant has direct and primary responsibility for the children in the Nursery.*

The work of this position is under the supervision of the Chair of the Personnel Committee of Messiah Lutheran Church.

The principle function of the position is to assist members and visitors to Messiah with childcare during church services, Sunday school, mid-week, seasonal services, and special events.

The general duties of the Nursery Attendant are to:

- Be on-site and on time in the nursery for the entire scheduled time.
- Provide care, protection and supervision of the children in the church nursery. (feeding, bottles, diaper changes, hugs, etc.)
- Prepare the room for the care of the children before their arrival.
- Encourage positive behavior in the children.
- Assure that the children's toys and supplies are arranged in an orderly fashion and are kept in good condition.
- Assist children as they develop appropriate habits of eating, dressing, napping, and toileting.
- Communicate with parents as necessary. (Known allergies, when bottles due, etc)
- Provide and maintain a Christian environment in which the child may grow physically, mentally, emotionally, socially, and spiritually.
- Interact with children and encourage their involvement in activities as appropriate.
- Give each child equal attention as needed to assure his/her best welfare, comfort, and safety; Inform parents or ushers of injuries promptly.
- Clean and disinfect the toys used that day and report any repair needs to the Chair of the Personnel Committee.
- Inform the Chair of the Personnel Committee of needed supplies and materials as far in advance as possible. In the absence of the Chair of the Personnel Committee other members of the Personnel Committee will provide additional support.
- Inform the Chair of the Personnel Committee of an absence and arrange a substitute from the list of substitutes. Planned absences should be ideally provided to the Chair of the Personnel Committee by the Wednesday before the scheduled Sunday absence. There is flexibility with illness and death.

* A background check and interview are requirements of all candidates. One reference will be requested.

Please see specific information concerning the Work Schedule and Compensation.

Work Schedule

- Sunday mornings - 4 hours (8:15 AM to 12:15 PM)
- Wednesday nights - approximately 2 hours for 26 regular Wednesdays a year. Hours will be 5:15 PM to 7:15 PM. Attendant may leave after all children are picked up by their parents.
- All special services on Wednesday evenings including: Advent, Ash Wednesday and Lent from 5:15 PM to 8:00 PM. (3 hour compensation)
- Special services for Maundy Thursday and Good Friday from 6:45 PM to 8:15 PM Time will be paid as two hours for each service.
- Christmas Eve services. 4 hours - (4:30 PM – 8:30 PM)
- 2 congregational meetings a year - early May, mid November (2 hours total)
- Any additional events that are scheduled.

Compensation

- The pay rate will be \$15.00 per hour.
- Two paid sick days will be provided per year.
- Annual pay adjustment.

Individuals interested in applying for or learning more about this position should contact Gary Heideman, Chair of the Personnel Committee

256-464-6516