MAYFLOWER CHURCH

Nursery Worker Handbook

Caring for our youngest disciples so the whole family can worship

Mayflower Church • Kingston, Massachusetts
September 2026

Mayflower Church Nursery Worker Handbook

Mayflower Church, September 2026

Welcome

Thank you for serving in the nursery. Our charter puts it in one sentence: *The youngest disciples are cared for so the whole family can worship.* When you rock a baby or read a story to a toddler on Sunday morning, you are not babysitting; you are the church loving its families and guarding the little ones the Lord has given us, so that their parents can sit under the Word with quiet hearts.

Pastor Anton Brown

What is in this handbook

- This cover page
- Nursery Worker job description
- Sunday shift checklist
- The rules that never bend
- When something goes wrong
- Mandated reporter card
- Screening and staying current
- Inside the cabinet door
- Volunteer Application, Service with Minors (at the back)

Each page stands on its own and can be printed separately. The full policies are in the Nursery Policy Binder, kept at wiki.mayflowerkingston.org under its own section and as download.

Source: Nursery Worker Packet cover, September 5, 2026; Nursery Team Charter, Governing Principle; Binder tab 1.

Nursery Worker job description

Team: Nursery Team **Reports To:** Nursery Team Leader (accountable to the Board of Deacons) **Team Type:** Permanent **Time Commitment:** Sundays, joining the 9:35 a.m. serving-team huddle in Briggs Fellowship Hall, being in the nursery by 9:40 a.m., and remaining through clean-up (about 20 minutes before worship through about 15 minutes after). Can be filled as a long-term, short-term, substitute, on-call, or one-time commitment.

Who May Serve

- Only women may serve as nursery workers. A teenager may serve as a nursery worker under the same restrictions and requirements as an adult.
- Membership is not required to serve.
- An applicant must have been a regular participant in the worshipping life of Mayflower Church for at least six months before applying to serve as a nursery worker. The Senior Pastor, in consultation with the Board of Elders, may waive this requirement in rare cases where the applicant is already well known to multiple Mayflower leaders from a prior ministry context.

Screening, Before Serving

1. Complete a full written application and return it to the Senior Pastor.
2. Provide three references, at least one personal, at least one ministry-related, none of them relatives.
3. Complete the CORI/MinistrySafe background check. Submitting your application triggers the initial check; the church office orders it and you complete MinistrySafe's emailed consent. Results go to a confidential file; your team leader does not see them.
4. Sit for an in-person interview with the Senior Pastor.
5. Read and sign the Volunteer Code of Conduct (at the back of this handbook).
6. Complete the Mayflower Child & Youth Protection training, including mandated reporter training, before beginning service.
7. Read the Child Safety Policy and sign the concurrence (at the back of this handbook).
8. Receive written approval to serve from the Senior Pastor, given in consultation with the Deacons.

Staying Current

Every September, a nursery worker re-signs the Volunteer Code of Conduct, confirms there has been no change in her criminal or registry status, re-signs the Child Safety Policy concurrence, re-signs the Mandated Reporter Policy acknowledgment, and has her CORI/MinistrySafe background check re-run by the church office. She completes the three re-signings in MinistrySafe: inside the MinistrySafe training in the years it falls due, and as a yearly acknowledgment in MinistrySafe in the years between. Every two years she completes MinistrySafe's Sexual Abuse Awareness Training. A worker who has not completed renewal is not scheduled until she has, and Planning Center will not allow her to be scheduled once her background check has expired.

Never Alone

Children are never left alone in a room. There are always two people in any room with children: two women nursery workers, or one woman child guardian and one woman nursery worker. A live, monitored security camera may count as the second person. No single adult is ever alone with a child unless a live-stream camera is operating.

Source: Nursery Worker job description as approved September 5, 2026; Volunteer Screening and Application; Child Safety Policy; Binder tabs 3, 4, and 8.

Responsibilities

Before Worship

- Join the 9:35 a.m. serving-team huddle in Briggs Fellowship Hall, then be in the nursery by 9:40 a.m. and ready the room: rooms tidy, surfaces clean, lights on, and the nursery tablet awake and showing the Here tab.
- Confirm this week's sermon story is in the room.
- Sit toward the back of the sanctuary until parents begin arriving with children, and be ready to go to the nursery with them.

During Worship

- Greet each child's guardian warmly when they arrive with their child. Parents have already checked the child in through Planning Center Check-Ins; you do not handle check-in. Make sure their security tag is placed on them (the back is the best for little ones).
- Keep each child safe, engaged, and cared for through the session, following the Child Protection Standards and the Volunteer Code of Conduct: comfort touch only, no removal of clothing, no physical discipline, time-out only for behavior, and contact the guardian if a child cannot be comforted within about five minutes or becomes aggressive with another child.
- Follow the guardian's instructions on food, and follow church policy on toileting and diapering: only the child's own guardian changes diapers; guardians are contacted for that or for toileting help a child cannot manage independently.
- Read the sermon story to the children as their ages and attention allow.
- At pickup, check the parent's Planning Center Check-Ins security tag against the child's name tag. Once verified, check the child out on the nursery tablet, which records the time; the tag goes in the bin. If the tablet is down, write the child's name, the code, and the time on the backup sheet in the cabinet and give it to the Nursery Team Leader after the service.

After Worship

- Leave the tablet plugged in with the app open, and tidy the room.
- Disinfect anything a child has put in her mouth, all horizontal surfaces, and the changing table.
- Remove any linens used during the session and bring them to the hamper in the church kitchen.
- Discard broken toys and take dirty diapers to the outside trash.
- Report any needed supplies to the Nursery Team Leader.

Reporting a Concern or an Emergency

- Any accident, whether or not it results in injury, is reported to the child's guardian immediately and recorded on the Accident Report Form (the last page of this handbook).
- Every nursery worker is a designated mandated reporter under Mayflower's Mandated Reporter Policy. If a nursery worker has reasonable cause to believe a child has been abused or neglected: call 911 first if the child is in immediate danger; then make an oral report to the Department of Children and Families within 24 hours (DCF hotline 1-800-792-5200); a written DCF report (Form 51A) follows within 48 hours of the oral report. The Senior Pastor is notified internally as soon as reasonably possible after the external report has been made, never instead of it.

Placement and Fit

If a physical limitation or another question of fit ever makes this particular role a poor match for a volunteer, that is worked out privately and pastorally with the Nursery Team Leader and the Deacons, never as a disciplinary matter.

Source: Nursery Worker job description as approved September 5, 2026; Volunteer Screening and Application; Child Safety Policy; Binder tabs 3, 4, and 8.

Sunday shift checklist

Before worship (9:35 a.m. huddle in Briggs Fellowship Hall; in the nursery by 9:40 a.m.; worship begins at [Anton: worship start time])

- ☐ 9:35 a.m. serving-team huddle in Briggs Fellowship Hall: the service plan, questions, and prayer with the whole serving team
- ☐ In the nursery by 9:40 a.m. in the lower level of the church
- ☐ Two women in every room where children will be (or one woman plus the live-stream camera running)
- ☐ Rooms tidy, surfaces clean, lights on in the Nursery and Infant rooms
- ☐ Broken toys and furniture thrown out
- ☐ Tablet awake and on the Here tab; a blank backup sheet in the cabinet
- ☐ This week's sermon story is in the room
- ☐ First aid kit where it belongs
- ☐ Sit toward the back of the sanctuary; introduce yourself to parents with children; ready to go to the nursery at any time

During worship

- ☐ Greet the guardian warmly; the child arrives with a Planning Center name tag, the guardian keeps the security tag. Make sure the child's tag is placed on them (their back is usually best).
- ☐ Learn the child's name; note any special toy she brought
- ☐ Label diaper bags and belongings
- ☐ Keep the child in safe, engaged play; watch for aggression when more than one child is present
- ☐ Crying: divert, rock, comfort; if not consoled within 5 minutes, contact the guardian; keep trying every 2 minutes until she arrives
- ☐ Diaper needed: contact the guardian; only the guardian changes diapers
- ☐ Toileting: accompany to, not into, the women's bathroom; door open; guardian contacted for a child who needs help
- ☐ Food: only what the guardian provided; hands washed before and after
- ☐ Read the sermon story as the children allow
- ☐ Behavior: time-out in the room only; guardian contacted if it persists, and always if a child is aggressive toward another child
- ☐ Older children help clean up as the service ends

Pickup and after worship

- ☐ Match the guardian's Planning Center security tag to the child's name tag before releasing the child
- ☐ Tablet: scan or type the code, tap the box by her name; tag in the bin
- ☐ Release only to the designated guardian or the person the guardian designated at check-in
- ☐ Tell the guardian honestly how the child did; hear any concern and pass it to the Nursery Team Leader
- ☐ Every child leaves with everything she came with; say goodbye by name
- ☐ Room empty, Here tab empty; backup sheet, if used, to the Nursery Team Leader
- ☐ Toys a child mouthed: set aside and disinfect (nursery sink or disinfectant wipe)
- ☐ Wipe horizontal surfaces and the changing table
- ☐ Linens to the hamper in the church kitchen
- ☐ Dirty diapers to the outside trash bin
- ☐ Toys stored neatly; broken toys thrown out
- ☐ Lights off
- ☐ Needed supplies reported to the Nursery Team Leader

Source: Nursery Worker Checklist; Child Safety Policy; Volunteer Chapter; Binder tabs 3 and 7; Appendix A.

The rules that never bend

These are the Child Safety Policy's standards, in plain words. The policy governs; this page is the short form.

Never alone. Children are never left alone in a room. There are always two people in any room with children: two women workers, or one woman guardian and one woman worker. A focused, live-stream camera may substitute for one adult. No single adult with a child, ever, unless the camera is operating. A guardian without a background check may stay in the room with her own child if the camera is on, but she may only be alone with her own child, not with others.

Touch and affection. Infants and toddlers may be held or hugged for comfort, always in the presence of another worker. Side-hugs only, and only if the child initiates. Only infants and toddlers may be held or set on a worker's lap. Touch never includes removing or even partly removing clothing (lifting a shirt counts).

Prohibited, always. No physical contact except comfort. No physical punishment or restraint. No removal of clothing. No yelling, hitting, swearing, or belittling a child. No speech or activity that harms a child physically, mentally, or emotionally. "Love is patient and kind."

Diapering and toileting. Only the child's guardian changes diapers; contact them. Workers accompany children to, but not into, the women's bathroom; the worker stands in the hallway, the door stays open. A child who needs help: contact the guardian.

Crying. If a child cannot be comforted by distracted play within 5 minutes, notify the guardian. Attempts continue every 2 minutes until she arrives.

Food. No snacks unless the guardian provided them. Worker and child wash hands before and after eating. Uneaten food is thrown out. Allergies are on the child's name tag.

Dismissal. A child is released only to the designated guardian, or the relative or friend the guardian named at check-in, and only after the guardian's security tag matches the child's name tag.

Activities.

Appropriate	Inappropriate
Paperwork and crafts, reading	Climbing
Floor games	Jumping off anything
Age-appropriate scissors, glue, paint	Pointed objects
Rolling ball games	Chemicals
Basketball	Throwing or kicking ball games
	Laying on the ground, "sleeping"

No off-site activities. No outdoor activities.

Discipline: time-out only. Discipline for inappropriate behavior is limited to time-out in the room. If a child persists, contact the guardian, who may take the child out or sit in the room. No physical discipline of any form, at any time. A guardian is always contacted if a child becomes aggressive toward another child.

Cleanliness. Wash or sanitize hands before and after the session and around any food. A toy that goes in a child's mouth is set aside and disinfected. Craft smocks for glue or paint, washed after use; glue and paint must be washable.

Source: Child Safety Policy; Binder tab 3.

When something goes wrong

An accident, with or without injury

1. Tend to the child using only permissible treatment.
2. Tell the guardian immediately.
3. Call 911 for any serious injury, then the guardian.
4. Fill out the Accident Report Form (last page) the same day for the Nursery Team Leader.

You may	You may not
Cold water or ice	Give medication or ointments
A band-aid	Remove any clothing
Soap and water	Perform any medical procedure (splints, sutures, etc.)
Pressure to stop severe bleeding	
Heimlich maneuver	
Mouth-to-mouth resuscitation (with mouth guard; only by a worker with current CPR certification)	
CPR (only by a worker with current CPR certification)	

First aid kits are on every level of the church and in Briggs Fellowship Hall.

Fire

- Evacuate the children. If the problem is in the church, go to Briggs Fellowship Hall. If the problem is in the Briggs, go to the church.
- Use the door farthest from the fire.
- If it is safest, stand outside, away from the fire, with the children.
- Bring the tablet if it is in your hand; the Here tab is your list. If not, the pastor can read it from his Planning Center login after a refresh.

Active shooter

As trained by the Kingston Police Department, we protect children above ourselves:

- Evacuate, running away from the site, if you can do so safely.
- Barricade in place if you cannot safely evacuate.

A child who is aggressive

- Separate the children; time-out in the room is the only discipline.
- Contact the guardian. A guardian is always contacted when a child becomes aggressive toward another child.
- Tell the Nursery Team Leader after the service.

A parent who is upset

- Listen. Do not argue the policy at the door.
- Write down what she said and give it to the Nursery Team Leader the same day. Every concern is recorded and goes to the next Deacons meeting.
- If it is about another worker's conduct, tell the Nursery Team Leader or the Senior Pastor promptly. Good-faith reports are protected.

A child says something that worries you

Source: Child Safety Policy; Mandated Reporter Policy; Binder tabs 3 and 5.

See the mandated reporter card on the next page. Listen, write down her words, do not investigate, do not promise to keep it secret, and make the report yourself.

Source: Child Safety Policy; Mandated Reporter Policy; Binder tabs 3 and 5.

Mandated reporter card

Every nursery worker is a designated mandated reporter under the Mayflower Mandated Reporter Policy (§2), whether or not the law names her one. Section numbers below are from that policy.

The standard (§4, §5). You must report when you have *reasonable cause to believe* a child is suffering abuse or neglect. That is a low bar: facts that would lead a reasonable person to suspect it. You do not need certainty. You do not investigate, gather evidence, or decide whether the child is credible; DCF does that. If you are unsure whether it meets the threshold, the answer is to report.

The steps (§6).

1. **Immediate danger: call 911 first** (§6.1).
2. **Oral report to DCF within 24 hours** of forming reasonable cause. DCF Child-at-Risk Hotline: **1-800-792-5200**, 24 hours a day, 7 days a week (§6.2).
3. **Written report, DCF Form 51A, within 48 hours** of the oral report. The form is at mass.gov/dcf; file by fax, mail, or in person at the local DCF Area Office (§6.2).
4. **Keep a copy** of the written report in a sealed envelope and give it to the Senior Pastor for confidential storage. Do not put it in any ministry file or shared drive (§6.2).
5. **Then tell the Senior Pastor** as soon as reasonably possible, and never as a substitute for the DCF report. If the concern involves the Senior Pastor or someone under his direct authority, tell the Chair of the Elders instead (§6.3).

The duty is yours (§6.4). You do not need permission from a pastor, elder, deacon, team leader, or anyone else to report. No church officer may delay, redirect, or interfere with your report. Doing so violates the policy and Massachusetts law.

When a child discloses (Code of Conduct). Listen without interrogating. Write down the words they used. Do not investigate. Reassure them of your care without promising to keep it secret.

Confidentiality (§7). Share only with people who need to know to comply with the law, protect the child, or care for them. Not with the congregation, not on social media. Confidentiality is never a reason not to report.

You are protected (§9, §10). Mayflower will not tolerate retaliation against anyone who reports in good faith, cooperates with an investigation, or raises a safety concern. Massachusetts law gives good-faith reporters civil and criminal immunity even if the report turns out to be unsupported. Knowingly false reports are a violation.

Failure to report (§13) carries legal penalties and is grounds for immediate removal from ministry.

Training (§11). You complete mandated reporter training when you join and every two years after that, before the start of the ministry year, through online training (currently MinistrySafe). In the years between, you re-sign the Mandated Reporter Policy acknowledgment.

Source: Mandated Reporter Policy; Volunteer Code of Conduct; Binder tabs 4 and 5.

Screening and staying current

Screening is not distrust. In the words of the policy, "It is an expression of love for our children and a witness to the world that the church takes the protection of the vulnerable seriously."

Before you serve

Step	What happens	Who
Six months	You have been a regular participant in Mayflower's worshipping life for at least six months.	Confirmed by the Nursery Team Leader with the Senior Pastor
Application	You complete the written application and return it to the Senior Pastor.	You
References	You give three references (one personal, one ministry-related at least; no relatives). Mayflower contacts them.	The Senior Pastor or his designee
CORI/MinistrySafe background check	Submitting your application triggers the initial check; the church office orders it and you complete MinistrySafe's emailed consent. Results go to a confidential file. Your team leader never sees them.	Triggered by your application; ordered by the church office; you complete the consent
Interview	An in-person conversation about your background, ministry history, theological alignment, and the Code of Conduct.	Senior Pastor
Code of Conduct	You read and sign it (at the back of this handbook).	You
Training	Child & Youth Protection training, including mandated reporter training. Must be complete before your first Sunday.	Provided by the church; you complete it
Child Safety Policy	You read it and sign the concurrence (at the back of this handbook).	You
Approval	Written approval from the Senior Pastor, in consultation with the Deacons.	Senior Pastor
Nursery training	The room, the routine, the shift, checkout.	Nursery Team Leader

Every September

- ☐ CORI/MinistrySafe background check re-run (the church office orders the annual re-check; you complete MinistrySafe's emailed consent)
- ☐ Re-sign the Volunteer Code of Conduct in MinistrySafe

Source: Volunteer Screening and Application, Service with Minors; Binder tab 4.

- ☐ Confirm no change in your criminal or registry status
- ☐ Complete MinistrySafe's Sexual Abuse Awareness Training in the years it falls due (every two years)
- ☐ Complete mandated reporter training in the years it falls due (every two years, through online training, currently MinistrySafe), and re-sign the Mandated Reporter Policy acknowledgment in MinistrySafe
- ☐ Re-sign the Child Safety Policy concurrence in MinistrySafe

A worker who has not completed the September renewal is not scheduled until she has. Planning Center will not allow your team leader to schedule you once your background check has expired, so a scheduling block simply means a re-check is due and the church office needs to run it. Tell your team leader right away if anything in your circumstances changes during the year.

What could disqualify someone? The policy lists them: any conviction or admission of sexual abuse, assault, or exploitation of a minor; registration on any sex offender registry; any conviction involving violence against a child or vulnerable adult; pending charges in those categories; or a documented pattern of behavior that puts minors at risk. Other history is weighed case by case by the Senior Pastor and the Elders. Marital status, divorce, and whether you have children are not used to qualify or disqualify anyone.

Source: Volunteer Screening and Application, Service with Minors; Binder tab 4.

Inside the cabinet door

Post this page inside the nursery cabinet door.

Numbers

Who	Number
Emergency	**911**
DCF Child-at-Risk Hotline (24/7)	**1-800-792-5200**
Nursery Team Leader, Rosanna Buhl	(781) 689-8613
Deacon Chair, Peter Franck	(508) 455-7566
Senior Pastor, Anton Brown	781-336-1814
Church office	781-585-3167
Trustee Chair, Marge Jean	(339) 933-9167
Chair of the Elders, Jerry Caldwell	(617) 653-3653

Reporting line: Nursery Worker to Nursery Team Leader to Board of Deacons.

Five rules a worker never breaks

1. Never alone. Two women in the room, or one woman and a live-stream camera. No single adult with a child, ever, without the camera running.
2. Comfort touch only. Side-hugs only if the child starts it. No removal of clothing, ever, for any reason.
3. No physical discipline, restraint, yelling, or belittling. Time-out in the room is the only discipline.
4. No food unless the guardian provided it. No medication, no ointments.
5. A child leaves only with the person whose security tag matches her name tag.

The 5-minute rule. A child who cannot be comforted within 5 minutes: contact the guardian, and keep trying every 2 minutes until she arrives.

Diapers. Only the child's own guardian changes a diaper. Contact the guardian.

Dismissal. Match the Planning Center security tag to the name tag. Check her out on the tablet; it records the time. Tag in the bin. Tablet down: name, code, and time on the backup sheet, to the Nursery Team Leader.

An accident. Guardian immediately. 911 if serious. Cold water, band-aid, soap and water, pressure, Heimlich: yes. Mouth-to-mouth (with mouth guard) and CPR: only by a worker with current CPR certification. Medication, ointment, clothing removal, splints: no. Accident form the same day.

Fire. Church problem: go to Briggs Fellowship Hall. Briggs problem: go to the church. Door farthest from the fire.

Active shooter. Run if safe. Barricade if not. Children first.

Abuse or a disclosure. 911 if immediate danger. DCF within 24 hours, by you, no permission needed. Form 51A within 48 hours. Then tell the pastor. Never instead.

Source: Child Safety Policy; Mandated Reporter Policy; Binder tabs 3 and 5.

Volunteer Application, Service with Minors

Part Two of the Volunteer Screening and Application, Service with Minors. Completed before first service and returned to the Senior Pastor or the Children & Youth ministry leader.

Please complete every field. If a section does not apply, write "N/A." Return the completed application to the Senior Pastor or to the Children & Youth ministry leader.

Personal Information

Full legal name: _____

Preferred name: _____

Date of birth: _____

Address: _____

Phone: _____

Email: _____

Marital status, and (if applicable) spouse's name: _____

Children (names and ages, if applicable): _____

Mayflower Connection

How long have you been attending Mayflower Church? _____

Are you a member of Mayflower? If yes, since when? _____

Bible Fellowship Group / small group you participate in: _____

Other Mayflower ministries you currently serve in: _____

Ministry Interest

Which ministry are you applying to serve in (Discipletown, Nursery, EQUIP youth, VBS, etc.)?

_____

Briefly, why do you want to serve in this ministry?

_____

_____

_____

What gifts, training, or experience do you bring to this role?

_____

_____

_____

Faith and Doctrine

Briefly describe your testimony of faith in Christ:

_____

_____

_____

Have you been baptized as a believer? If yes, where and when? _____

Are you in agreement with the Mayflower Statement of Faith and Confession?

_____

Background

Have you ever been convicted of any crime other than a minor traffic offense? If yes, please describe (date, jurisdiction, offense, outcome):

_____

_____

_____

Are you currently under investigation, indictment, or pending criminal charges? If yes, please describe:

_____

_____

_____

Have you ever been the subject of a Department of Children and Families (DCF) investigation, civil child-protection action, or similar matter in another state? If yes, please describe:

_____

_____

_____

Are you, or have you ever been, registered on any sex offender registry in any state? If yes, please describe:

_____

_____

_____

Has any church, school, employer, or organization ever asked you to step away from work with minors? If yes, please describe:

_____

_____

_____

References

Please provide three (3) references, at least one personal and at least one ministry-related. References may not be relatives.

Reference 1: Name, relationship, phone, email: _____

Reference 2: Name, relationship, phone, email: _____

Reference 3: Name, relationship, phone, email: _____

Authorization

By signing below, I authorize Mayflower Church to:

- Contact the references listed above.
- Conduct the CORI/MinistrySafe background check on me, after I complete MinistrySafe's consent.
- Verify, as needed, the information I have provided in this application.

I certify that the information I have provided is true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation may result in withdrawal of my application or removal from service.

Applicant signature: _____

Printed name: _____

Date: _____