Nursery Team Job Description 2026

Approved by the Senior Pastor, September 5, 2026. Received for the record by the Servants Council, September 29, 2026. Incorporated by reference into the Child Safety Policy, section 5; where the two ever appear to conflict, the policy governs. This is the Nursery Worker job description carried as page 2 of the Nursery Handbook.

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 Memorial 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 the emailed consent from

the church’s background-check provider. 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.
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.
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, the Child Safety Policy concurrence, and the Mandated Reporter Policy acknowledgment, confirms there has been no change in her criminal or registry status, and has her CORI/MinistrySafe background check re-run by the church office. Every two years she completes the church’s child-protection 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.

Responsibilities

Before Worship

- Join the 9:35 a.m. serving-team huddle in Briggs Memorial 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.
- 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.

Revision #4
Created 2026-10-07 22:55:15 UTC by Anton Brown
Updated 2026-11-03 11:20:47 UTC by Anton Brown