



Faith Formation Commission

Nursery Coordinator Position Description

Reports To:

Director of Faith Formation

Ministry Purpose / Objective:

To provide a safe and supervised nursery for parish members to leave their young children while attending weekend liturgy.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

Responsibilities of Nursery Coordinator:

- Creates a Nursery specific calendar on yearly basis, including procedure updates, reminders and participant information changes.
 - Year for Nursery runs September 1 through August 30 for scheduling purposes.
- Recruits new parent members to the ministry.
- Ensures coverage of the nursery for regular sessions.
- Develops and informs participants of a plan for Nursery coverage in the event of emergencies.
- Ensures proper use of the nursery and facilities, including cleanup following the session.
- Schedules cleanup/general meeting every quarter.
- Ensures all Nursery volunteers wear their badges when in the nursery.
- Maintains white board for announcements.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.
- Annual introductory meeting to introduce parents, usually in September.

Meetings:

- All Commission meetings.
- Formation sessions offered through the parish and deanery and diocesan opportunities for personal development.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Scheduling requests
- Ministry participant

Average Time (may vary):

1 hour/month
2 hours/month

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Submit the Diocese of Raleigh Application for Volunteers, a background check, and attend Safe Environment Training.
- Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life, and Prayer.

- Demonstrates a concern for ongoing personal growth through study of scripture, the Church's doctrinal and moral teaching.
- Relates well to the age level being instructed.

Nursery Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



Faith Formation Commission Nursery Coordinator Task List

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Report any accident or injury immediately.
- Check room for cleanliness and safety.
- Set up chairs for children to sit.
- Put up gate at door.
- Welcome children at the door.
 - Parents should have already signed in and have a number and put name tag on child's back
 - Make sure to identify diaper bags.
- Comfort children.
- Open play:
 - Crayons.
 - Toys.
 - Movies.
 - Music.
- Have stroller available.
- Snack time is around 10:00am or 12:00pm.
- Note any food allergies (listed on bulletin board.)
 - Set out napkins and coffee filters (bowls).
 - Cups can be found on top of or under sink.
- Snacks and juice are brought to the nursery by the coordinator.
- Serve children a small amount of each, then refill as necessary.
- Clean up as children finish.
- Pick-up procedure:
 - Put all diaper bags along the hall.

- Parents need to sign out child and return number.
- Clean Up:
 - Wipe all counter and tables
 - Clean cups with detergent and do not stack because of possible mold, let drain.
 - Sweep floor if necessary
 - Throw out all trash.
 - Replace trash bag.
 - Put away all toys/materials.
 - Spray disinfectant.
 - Turn off all lights.