

**WILLOW POINTE CHURCH**  
**Children and Nursery Volunteer**

**LENGTH OF COMMITMENT:** 6 months

**QUALIFICATIONS:**

- Minimum age of 14 for children’s volunteers. Minimum age of 16 for nursery volunteers.
- Satisfactory completion of background check for adults 18+ (completed Reference Form for youth).
- Willingness to work in a team environment.
- Must adhere to Willow Pointe Church Children and Preschool Ministries Handbook.
- Dependability in arriving on time is essential to effective ministry operations.

**PURPOSE OF THE POSITION:**

To display a Christ-like lifestyle through a relationship with Jesus Christ. To provide dependable, safe, and nurturing care to the children at our church. To be willing to serve wherever needed and whenever needed.

**PHYSICAL DEMANDS:**

Caring for babies and children can be demanding. As a volunteer, you may be required to lift equipment and children and spend time sitting on the floor or child sized furniture. You may come in contact with children who are ill and/or contagious and must take precautions to ensure the health and safety of all children, parents, staff and yourself.

**JOB DESCRIPTION:**

- Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Stay until children are secured by an authorized adult named on the child’s registration form.
- In the event of an emergency, notify the ministry coordinator and the parent via the communication system.
- Straighten the room and clean any toys/beds before leaving. Used sheets will need to be placed in the dirty linen container and clean sheets are to be placed on the beds. Church staff is responsible for laundering the sheets.
- Communicate, in advance, by phone to the appropriate ministry coordinator:
  - 1) any planned absences with an advance two-week notice, or
  - 2) any unplanned absences at least two hours prior to the shift.
- Immediate dismissal will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child.

**ARRIVAL TIMES:**

If volunteering for small groups, arrive 15 minutes prior to the start of small groups (at 8:45). If volunteering for extended session, arrive 15 minutes prior to the start of the worship service (at 10:15). Dependability is essential.

**RESPONSIBLE TO:**

You will be working directly under the supervision of the Children and Preschool Coordinators.

I, \_\_\_\_\_, **acknowledge the above expectations and do intend to carry out each to the best of my abilities as a volunteer in the children’s ministry here at WPC.**

**Signature of volunteer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_