



NURSERY TEAM LEADER 2026

1.0 FUNCTION

The Nursery Team Leader has the vital role of ensuring safe and quality childcare for one specific nursery (such as Toddlers) or one specific ministry offering (such as Women's Bible Study). The Nursery Team Leader serves the children, their parents and the volunteers by ensuring a safe and prepared environment that is motivated by and thoroughly conveys the love of Christ.

2.0 RESPONSIBILITIES

2.1 Room Leadership

- Be responsible for morning services in your room, being present for one and worshiping for one
- Ensure everything is set with your volunteers before attending a worship service
- Have a specific trained leader for your room during the service where you are not present
- Oversee the classroom check-in/check-out process (or your designated leader for the worship service you are attending)
- Be the primary contact to parents about child's wellbeing during and after the service

2.2 Room Volunteers

- Train all new workers prior to their first Sunday serving in a nursery and provide ongoing communication from Nursery Coordinator to volunteers as needed.
- Confirm adequate number of approved child safety workers prior to Sunday including substitutes for regular workers.
- Find additional workers for any vacancies each week prior to Sunday.
- Recruit new workers as needed, starting with any parents of nursery children who are not serving.

2.3 Room Operations

- Arrive at least 20 minutes early and make sure nursery is set
- Re-set nursery at end of day Sunday
- Send inventory needs, special cleaning needs, maintenance/repair needs to Nursery Coordinator each week as needed

3.0 ACCOUNTABILITY

The Nursery Team Leader is accountable to the Nursery Coordinator and will report on all activities on a regular basis or as requested.