

## Nursery Ministry Playbook

---

### **Description of the Ministry:**

#### **Purpose:**

This ministry is an in-reach ministry for the families of St. James's with small children. We provide a nursery during Sunday services and special worship services for infants, toddlers and preschool aged children. The goal of this ministry is to provide a fun and safe environment for children at St. James's, while allowing their parents time to worship.

#### **Activities/Events:**

The nursery is open every Sunday morning from 8:30 a.m. through the end of the 11:15 a.m. service. We also have nursery at such special worship services such as Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday and various Evensongs.

#### **Impact Observations:**

This ministry is often one of the first St. James's community experiences for families new to St. James's. It is important for families to feel that their youngest children are well taken care of while they worship, so everything about this ministry needs to embody our sense of community and care for one another. The nursery employees and volunteers enjoy getting to know the children and nurturing their love of church. Volunteers also feel good about giving back to a ministry that serves them as well.

### **Roles in the Ministry:**

#### **Chairperson(s):**

Director of Children's Ministries, Kent Duffey, [kentduffy@doers.org](mailto:kentduffy@doers.org), 355-1779 ext. 314. A chairperson needs to be reliable in sending reminders to volunteers and creating a schedule that reflects the volunteers' requests.

#### **Staff involvement:**

Director of Children's Ministries, Kent Duffey, [kentduffy@doers.org](mailto:kentduffy@doers.org), 355-1779 ext. 314. Currently the Director of Children's Ministries performs all the tasks of organizing the nursery, the workers and volunteers, although having a lay leader serve as "Nursery Ministry Chair" would be terrific.

#### **Committee members/Opportunities for Involvement:**

Nursery volunteers are important to the success of this ministry. For parents of young children, this ministry is an ideal way to become more involved in the life of the church. You will meet other parents; you will get to know the children that are the same age as your children (which has benefits for the next 12-18 years); you can see what happens in the nursery on Sunday mornings, which will enhance your comfort with leaving your children in the nursery while you attend church. For those parishioners whose children are grown or who do not have children, this ministry is a perfect fit to get your "kid fix" every few months.

**Time Commitment by Chair(s) and Committee Members:**

Three times each year, the Chairperson creates a schedule of volunteers for the coming months. Creating this schedule and emailing it to the volunteers takes approximately one hour. The Chairperson also devotes a small amount of time commitment to this ministry each week in terms of sending of reminder emails to the current weekend's nursery volunteers.

We currently have a roster of 42 volunteers, each of whom volunteers in the nursery for one service approximately three Sunday mornings each year.

**Involvement by Other St. James's Groups:**

N/A

**Resources Required:**

**Financial:**

The nursery has a budget line found in the budget of Children's Ministries. The budget amount for 2010 was \$200. This covers nursery supplies such as diapers, cleaning supplies, cups, etc.

**Space:**

This ministry uses the infant/toddler nursery space on the first floor of Gibson Hall.

**Staff:**

The Director of Children's Ministries oversees the operations of the nursery. Sextons clean the nursery once a week. There are also paid nursery staff who work on Sunday mornings to provide consistency and coverage.

**Advertising/Publicity:**

The *Richmond Times-Dispatch* information on worship services lists that childcare is available at St. James's each Sunday morning. We also advertise when childcare will be available during special worship services throughout the year in the Monthly Chimes, eChimes and Sunday Chimes.

**Manpower:**

The nursery needs two adult volunteers every Sunday morning. We pull from a roster of 42 current volunteers for this.

**Community Impact/Partners:**

None.