



October 27, 2025

THANK YOU for your interest in the position of Nursery Attendant at Grace Evangelical Lutheran Church. An application and a copy of the job description for this position are included in this packet.

To apply, please complete both sides of the application and return it to the address below no later than December 1, 2025. You should also include your resume and a minimum of three references with your submission.

Interviews of qualified candidates will be conducted as applications are received and will continue until the position is filled.

The anticipated starting date is January 1, 2026, or sooner for training/transition if possible. The actual date may be negotiated.

All applicants will be notified of the proceedings.

Please bring or mail your application, resume and list of references to this address:

ATTN: Sandy Thompson, Executive Director
Grace Evangelical Lutheran Church
1801 Saint Paris Pike
Springfield, OH 45504
Email: sandy.thompson@grace-nalc.org
(937) 399-6257 (x 108)

Questions may also be addressed to this same contact person.

GRACE EVANGELICAL LUTHERAN CHURCH

Job Description

TITLE

Nursery Attendant

POSITION SUMMARY

The Nursery Attendant provides consistent, loving care for Grace's youngest children (newborn through age 5) in a safe and nurturing environment during Sunday worship services and the Sunday school hour. This role allows Grace families with young children to fully participate in worship and faith formation. The position includes staffing the nursery on Sunday mornings and may occasionally include additional hours as agreed upon.

This is a part-time, hourly, non-exempt position, typically requiring 5 hours on Sundays (7:30 a.m. – 12:30 p.m.) and other hours as mutually scheduled.

AREAS OF RESPONSIBILITY

1. Arrive promptly at 7:30 a.m. each Sunday.
 2. Prepare all materials for the day, including sign-in sheets, name tags, and beepers.
 3. Welcome and assist nursery volunteers, ensuring they sign in and wear name tags.
 4. Greet parents and children warmly, helping them feel comfortable and cared for.
 5. Oversee and participate in the care and supervision of children, ensuring that all nursery guidelines are followed.
 6. Uphold and enforce Grace's Child Protection Policy within the nursery.
 7. Provide brief on-the-spot training or guidance for volunteers as needed.
 8. After the 10:45 a.m. service, ensure the nursery is cleaned, toys and supplies are put away, beepers are returned, and the space is ready for the next use. Turn off lights before departing.
 9. Communicate any concerns, issues, or volunteer absences promptly to the Nursery Ministry Team Coordinator.
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QUALIFICATIONS DESIRED

Education:

A college degree is a plus, but not required.

Work Experience:

At least one year of experience working with children, youth, and/or families is preferred.

GENERAL WORK SKILLS

- Demonstrates a living faith in Jesus Christ and models a consistent Christian witness.
 - Has a deep love for children and families.
 - Enjoys working collaboratively and supports a team environment.
 - Manages time effectively and demonstrates dependability.
 - Takes initiative, shows responsibility, and maintains a positive attitude.
 - Is creative, caring, and adaptable.
 - Seeks to grow in knowledge and skill related to children's ministry and child care.
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SPECIFIC JOB SKILLS

- Relates well to people of all ages, especially young children.
 - Demonstrates discretion, patience, and sound judgment.
 - Is organized and able to delegate tasks appropriately.
 - Encourages and affirms children and families in their faith journey.
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PERFORMANCE APPRAISAL

The Director of Children's Ministry, in coordination with the Executive Director, will provide ongoing supervision and an annual informal evaluation, in accordance with the Grace staff handbook.

COMPENSATION

Salary and benefits will be commensurate with experience and aligned with Grace's ministry plan and budget.

Grace Evangelical Lutheran Church

1802 Saint Paris Pike, Springfield, OH 45504 – 937-399-6257

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____ Date of Birth: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
☐ ☐ ☐ ☐

Have you ever worked for this company? YES NO If so, when? _____
☐ ☐

Have you ever been convicted of a felony? YES NO
☐ ☐

If yes, explain: _____

Education

_____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
☐ ☐

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
☐ ☐

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
☐ ☐

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Describe any training received relevant to the position for which you are applying _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____