

## **First Baptist Church**

909 SW 11<sup>th</sup> Avenue – Portland, Oregon 97205  
fbc-portland.org

### **Nursery Associate (.10-.15 FTE)**

The Nursery Associate is a key member of the staff team at First Baptist Church, Portland, who works closely with the Nursery Coordinator and volunteers to provide excellent childcare in the age 0 – 2 Nursery for two weekly worship services (8:45 am and 11:00 am), as well as occasional FBC events.

Our congregation reflects the cultural and socioeconomic diversity of Downtown Portland and the surrounding metropolitan area, and we are passionate about serving our neighborhood and addressing the spiritual needs of our community. We also serve the spiritual needs of individuals who are only able to participate in our ministries online, many of whom do not live in our geographical area. As such, First Baptist is uniquely poised to address exciting opportunities for mission that can have a significant positive impact on the city of Portland and beyond.

**The Staff of First Baptist Church engages in mutual prayer and personal respect; has a commitment to be open to God’s will; and encourages the growth of Christ’s Kingdom on Earth through the Ministries of First Baptist Church of Portland, Oregon.**

#### **Time Commitment**

- Sundays: 8:30am-12:30pm (4 hours)
- Special Events: Varies (2 hours generally)
- Total Weekly Commitment: 4-6 hours per week

#### **Provisions**

- Competitive salary, based on level of experience.
- Salary increases will be considered as part of an annual performance review.
- A mentoring arrangement with staff who have real-life children’s ministry experience.
- A team of supportive staff and volunteers.
- An opportunity to grow vocationally and personally in a unique ministry setting.
- Free Downtown parking in the FBC parking lot.

#### **Reporting Relationship**

- This position reports to the Nursery Coordinator.

#### **Character Qualities**

- Personal behavior, when representing First Baptist Church as an employee, that will not bring reproach or embarrassment to the church, its members or staff.
- A team worker, sensitive to other staff and volunteers, treating all with cordiality and respect.
- A collaborative attitude, able to work with different types of people in a sometimes high-pressure environment.
- Must submit to a background check.
- Must fully support the mission statement and ministry goals of First Baptist Church.

## **Required Qualifications**

- Commitment to Jesus Christ as Savior and Lord, demonstrating maturity as a person and as a Christian in personal conduct and in relationship with others.
- Attentive to detail and able to ensure the safety of small children in a group setting.

## **Preferred Qualifications**

- High level of patience and kindness.
- If under the age of 16, a Red Cross Babysitting and Childcare certification.
- If over 18, basic Red Cross First Aid certification.

## **Specific Job Duties**

- Be present and available to start receiving children 15 minutes before start of the first worship service.
- Provide care for each child brought to the Nursery.
- Clean all surfaces: counters, floors, walls, chairs and toys before and after Nursery opening and closing.
- Record the names of all children on the sign in sheet, including parent/guardian names and contact information.
- Change diapers or assist with toilet use for each child.
- Provide snacks.
- Provide comfort and play.
- Assist with simple Bible lesson, songs, teaching, and spiritual discussions with children.
- Ensure children are only released into the care of their parent or guardian.

Applications are available [here](#). This position requires references and a Background Check.

Please note, due to the quarantine order in effect, the church office is not currently open, however we are still working and will respond to you.

Contact Cathy Francis  
Business Administrator  
First Baptist Church  
909 SW 11th Ave, Portland, OR 97205