

# GOAL OF A CHURCH LIKE ANTIOCH

To reach the world from Antioch with  
the Full Gospel through sending  
Teams to plant churches

Go back to Antioch and plant churches  
in the footsteps of Paul

Antioch in Acts in America-  
To reach America and the world as in  
the book of Acts

## TEAM SEVEN: NURSERY MINISTRY

The main responsibility of the Group Leader is to telephone those in his Team. There should never be less than four to call each week; if they get as many as 13 to 14, a new Group Leader should be found to help them. On average, a Group Leader should have about seven people each week to call. When he telephones, it is extremely important that he does not act as a “watch dog.” The phone call is simply to pray for the person he is phoning, not to question them as to why they did nor did not attend the meeting. No one likes the “watch dog;” everyone enjoys a prayer partner.

The Pastoral Care person needs to telephone his Team people each week and say something like this: “Hi, this is your prayer partner, last week we were praying about your mom, how is she doing? What would you like me to pray about this week?” I have found that when the Group Leaders call and pray for their group, individuals that were not there for one reason or another will typically volunteer why they were not there without the Group Leader even asking. Many times they will also volunteer that they were not planning to be there the following week for whatever reason. So, Group Leaders become very important ingredients in knowing the attendance and commitment of the people in the Team. Group leaders must also know how to keep confidentiality. They cannot share what has been told to them in confidence, not even to the pastor. To do so would violate that confidence and destroy the entire Pastoral Care program in the church.

# VISION

## Antioch in Acts in America

A large lay center church like Antioch sending their pastor and Teams to start reproducing churches in America and around the world

## TEAM SEVEN: NURSERY MINISTRY

If they do hear something that troubles them and he feels the pastor should know about it, he needs to encourage the individual to go and share it with the pastor. He might even have to agree to go with them. Whatever the circumstance, it is imperative that Pastoral Care people are not gossipers and slanderers. The Bible says God hates gossipers and slanderers (Proverbs 6:16-19).

- c. Appoint, with approval of the pastor, a Fellowship Coordinator.

The Fellowship Coordinator is responsible for making sure there are refreshments at every activity. It is not the job of the Fellowship Coordinator to always purchase these refreshments but he/she is responsible for making sure someone is bringing these refreshments.

The Fellowship Coordinator is also responsible for icebreakers, fun and games in the group meetings. Every time the group gets together, it ought to have fun. There must be food, fun activities, and fellowship. Christians have been known for this from their very inception in Acts 2:46. The Fellowship Coordinators must be careful that the icebreakers or the games they choose are not brainteasers that might show off a person's intelligence or lack thereof.

# MISSION

To keep Christianity alive in America  
To start churches like Antioch all over  
America and around the world with our  
Full Gospel message (like those cities  
mentioned in Acts)  
To change our world for Christ

## TEAM SEVEN: NURSERY MINISTRY

The Fellowship Coordinator must make sure there is a time for Team prayer and ministry, especially during the meeting and training times. The Fellowship Coordinator should have the gift of “prophecy,” but this is one area where the gifting may not be so important and any person needing a position or needing to be tied in could be given this role.

- d. Appoint, with approval from the pastor, an Outreach Leader.

The Outreach Leader has the responsibility of growing the Team. He has the gifts of “mercy” or “Evangelism” and enjoys reaching out and contacting people. His main task is to grow the group he is in. He is like the evangelist to the church who is responsible for the Outreach Ministry in that church. The Outreach Leader is constantly looking for activities and outings that the Team can do so that they can win new people to the Team.

5. Be open to listening to complaints from within the Team; at all costs keep unity within the Team. If the matter is larger than what you feel you can/should handle encourage the person to take the matter to the pastor or offer to go with the person to the pastor.
6. Be a leader that the group trusts and is comfortable with. Be a leader that leads with love and caring rather being like a drill sergeant in the army.

TEAM SEVEN: NURSERY MINISTRY

TRAINING  
FOR TEAM  
SEVEN

NURSERY MINISTRY

BY:  
DR. OWEN WESTON

## TEAM SEVEN: NURSERY MINISTRY

7. Keep all confidentiality. Help your Team engage in spiritual warfare. Remember the Enemy wants to keep them from maturing and using their spiritual gifts and so defeat them and the church.
8. Give your Trainer a minimum of 24 hours notice if you cannot make it to service due to illness.
9. Make sure the Trainer is familiar with your job description in the event he/she needs to fill in for you.
10. Have a fill-in for the Trainer in the event he/she cannot make it to service.
11. Have fill-in Nursery Workers that you can call to replace absentees (these should be those in training).
12. Try and help every person in each position on the Team to find and train their replacement. Such replacements must have comparable giftings and be approved by the pastor to train with the help of the Trainer.

# VISION NURSERY MINISTRY:

To provide the love, acceptance, friendliness and compassion of Christ to infants, their parents, and all those who come through the doors of our church.

## TEAM SEVEN: NURSERY MINISTRY

### **JOB DESCRIPTION: TRAINER-TEAM SEVEN**

**Principle Function:** Provide leadership for Team Seven as well as train and recruit new members for the Team.

The following are the additional duties for the Trainer of the Team.

**Spiritual Gift:**

Teaching and hopefully Encouragement or Administration

**Responsible to:**

Team Seven Administrator

**Estimated Time Commitment:**

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be in training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility.

**Arrival Time:**

Arrive 45 minutes before service begins to walk new trainees through their job responsibilities and ensure they are able to answer any questions regarding the nursery program.

Matthew 19:13-14

Then little children were brought to Jesus for him to place his hands on them and pray for them. But the disciples rebuked those who brought them.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (NIV)

## TEAM SEVEN: NURSERY MINISTRY

### **Responsibilities:**

The Trainer's responsibility is to teach whatever Team Seven needs to learn. Again, the secret of success in this leadership model is that the Trainer just does what a teacher loves to do and that is teaching. Obviously the teacher should have the gift of teaching.

1. Oversee training all positions in Team Seven.
2. Perform all duties of a Nursery Worker, if needed.
3. Maintain a good knowledge of the job descriptions for Nursery Workers so that you are ready to train a new person at any time.
4. Walk new Nursery Workers through their job duties 45 minutes before the beginning of each service for the first four weeks. After that, be available and approachable for any questions and/or concerns that they may have.
5. Plan on spending one-on-one time with new trainees, preferable on the job.
6. Pay close attention to the pastor when he is training you. Remember you are responsible for training new people to carry out their job or duties the way the *pastor* wants it done, not how you think it should be done.
7. Give the Administrator a minimum of 24 hours notice if you cannot make it to service due to illness.

TEAM SEVEN: NURSERY MINISTRY

A growing church is the church that seeks out ways to help the children and infants of parents seeking a place of worship and service through Christ.

## TEAM SEVEN: NURSERY MINISTRY

8. Maintain an understanding of the Administrator's duties so that you can fill in, in the event that the Administrator calls in sick.
9. Constantly encourage and help each person you train on the Team.

TEAM SEVEN: NURSERY MINISTRY

**JOB DESCRIPTION: ADMINISTRATOR-TEAM SEVEN**

**Principle Function:** Provides leadership and administration to the Team.

The following are additional duties for the Administrator of the Team.

**Spiritual Gift:**

Administration and, if possible, the secondary gift of Encouragement

**Responsible to:**

Pastor

**Estimated Time Commitment:**

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be in training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility.

**Arrival Time:**

Arrive 30 minutes before service begins to prepare nursery.

## TEAM SEVEN: NURSERY MINISTRY

### **JOB DESCRIPTION: NURSERY** **(4 PEOPLE NEEDED + TRAINEES)**

**Principle Function:** Provide care for children ages infant through pre-school.

#### **Spiritual Gifts:**

Helps and Service

#### **Responsible To:**

Team Seven Administrator

#### **Estimated Time Commitment:**

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be in training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility. The last four months are spent training this person to assume this role.

#### **Arrival Time:**

Arrive 30 minutes before service begins to prepare nursery and remain until all children are gone and nursery is thoroughly cleaned.

## TEAM SEVEN: NURSERY MINISTRY

### **Responsibilities:**

1. Oversee all positions in Team Seven.
2. Perform all duties of a Nursery Worker, if needed.
3. Have the Secretary of Team Seven check all necessary supplies to make sure they are in good order and available to the Nursery Workers (i.e. burp rags, towels, books, toys, etc.).
4. Appoint, with the approval of the pastor, the following positions consisting of those Nursery Ministry members with the appropriate gifts to do the following:
  - a. Appoint a Secretary/Treasurer, approved by the pastor, to oversee all of the recording and to assist the Administrator in taking care of the “nuts and bolts” of Team Seven. This person should score high in the gifts of “Helps and Service” and, if possible, they should be one of those positions already on the Team.

The Secretary/Treasurer in the small group has the gift of “Helps and Service” and does what most Secretaries normally do. He/She keeps the role of those who are present and or absent, makes sure that the information on each participant is current: name address phone number, birth date, giftings, etc. The Secretary’s role is to make sure the material is present for the Team, recorded, and packed away afterward. If photocopies are needed, the Secretary’s job is to make sure the copies are made. Having the gifts of “Helps and Service” makes the Secretary enjoy this type of work.

## TEAM SEVEN: NURSERY MINISTRY

### **Responsibilities:**

1. Welcome parents and their children at the door, help first time parents feel at ease with leaving their new young babies in your care.
2. Play children's praise music in the nursery to keep the atmosphere fun and active.
3. Register each child with his/her parents names, phone numbers, mailing address and emergency contact information. Be sure to record any food allergies and medication needed.
4. Provide each child with an **identification card** with an individual number.
5. If a parent needs to be contacted during service, have an assistant record the child's number in the display boxes.
6. Provide visitors with a temporary **identification card** each time they visit. After their third visit, provide them with a permanent **identification card**.
7. Make sure each parent completely fills out the sign-in sheet.
8. If a diaper bag is left, be sure to label all items included in the bag.
9. Have each parent present their child's **identification card** in order to pick their child up. Note: a child must not be given to anyone except the person who presents the nursery with this **identification card**.

## TEAM SEVEN: NURSERY MINISTRY

He/She is responsible for all funds used by the Team, keeping the records of who gave what amount, and the total amount of funds used, etc. (At our church the treasurer was responsible for reporting this to the main church treasurer. We found it easier to have one central treasurer system than each department having its own banking account. If items need to be purchased the treasurer is normally the one responsible for obtaining a check and possibly purchasing what is requested.)

- b. Appoint, with approval of the pastor, a Pastoral Care person (Group Leader).

Each Team in the church needs to have its own Pastoral Care in place. Each group needs to learn to take care of each other. The best person to make sure this happens would be the person with the “gift of Encouragement” or one who is called to be a “pastor.” This is the type of person that enjoys counseling, encouraging people on the phone, and often goes to visit people when he feels like they need to have a chat.

This position is very important in the group. It takes a big load off the Pastoral Care responsibility of the administration and pastor. The Group Leader with the gift of “Encouragement” or “Pastoral Care” enjoys this type of ministry immensely. He feels like it is his ministry to the body of Christ. The church needs “Group Leaders.”

## TEAM SEVEN: NURSERY MINISTRY

10. After each service, wipe down ALL toys and surfaces with bleach water or Lysol to disinfect, empty trash, and be sure the room is cleaned before leaving.
11. Turn any personal items left behind into the lost and found.
12. Make sure to call your children and their parents each week to ask how the child is doing and to show that you love and care for them.