

JOB DESCRIPTION - CRADLE ROLL

JOB/TASK: *Cradle Roll Keeper*

NUMBER OF PERSONS NEEDED: 1

TIME COMMITMENT/FREQUENCY: *1 hour/month*

SUPERVISOR /CONTACT: *Lewinville Office Staff*

MINISTRY GROUP RESPONSIBLE: *Parish Life & Care*

REFERENCES: (people who have done this job and would be willing to answer questions about it) - *Betty Yurkewitch*

1. Purchase "*Splash Pack - 1 to 12 months*" from Augsburg Fortress either online or at 800-328-4648. (This is a Faith Formation packet of 12 Newsletters for new parents to be sent each month for a year and one music CD.) The cost per packet at our last order was \$15.99.
2. The LPC Office Staff informs me of a new baby in the Congregation.
3. I have been waiting until the baby is about 2 or 3 weeks old and then sending a letter introducing this program along with the CD and the Newsletter for Month One. (There is a sample letter in the packet that can be copied; I have been writing my own.)
4. Then each month I send the Newsletter corresponding to the age of the infant, i.e. Month 2, 3, etc. up until the infant is one year old.
5. The above takes perhaps 15 minutes per month.
6. Bulletin Board: There is a Bulletin Board outside of the Infant Room of our Nursery that I maintain, keeping it updated by adding new infants' names and birthdates on a small paper cradle. After the child reaches the age of two, I remove his/her cradle from the Bulletin Board. Initially this took several hours but it is not done every month - to update about 1/2 hour.

bay
08/08