

New Bethel United Methodist Church
131 N. Main St.
Glen Carbon, IL 62034
Newbethelumc.org

POSITION: Nursery Attendant (part-time)

HOURS: 8:45 am – 11:45 am at the latest. In addition, special services (i.e. Easter Sunrise, Maundy Thursday, Ash Wednesday, Christmas Eve, Revival, etc.) require childcare as well.

2023 SALARY: \$50/Sunday morning (approx. \$17/hour). Special services will be paid in addition to regular duties (at \$25.00 an event – Usually just one hour long).

SUPERVISOR: Pastor

REPORTS TO: Pastor and Staff Parish Relations Committee

General Qualifications Required:

1. All childcare staff members shall be of good character and be of the Christian faith with preference given to United Methodists.
2. All childcare staff members shall
 - a) be physically, mentally, and emotionally healthy to meet job requirements.
 - b) have a basic understanding of childcare and children's needs; especially helpful would be experience in the care of children birth-4 years of age.
 - c) be adaptive to different situations and have the ability to interact with a variety of personalities and characteristics.
3. Minimum age 18 years.
4. A minimum of a High School diploma or its equivalent.
5. Willing to submit to periodic background and/or drug screenings.
6. Maintain current certification in CPR for infants and children or be willing to complete a CPR course at church's expense.
7. New Bethel United Methodist Church hires without regard to race, sex, or national origin.

Duties and Responsibilities:

1. All Children (Nursery and Toddler ages) will be checked in and out, using sign-in sheets.
2. All staff (paid and volunteer) shall follow the safety procedures for checking in and out of all children and assigning pagers. (Please have each person dropping a child off sign the child in on the attendance/registration pad. Children should be released only to the person who dropped them off. If you have any question/concern about someone picking up a child, please send for the pastor before you release the child.)

3. Provide support and assistance to parents when they arrive with their child.
4. Provide physical, emotional, and intellectual support and stimulation to each child in your care, as appropriate for the circumstances.
5. Provide appropriate guidance to each child in your care (i.e. sharing toys, playing nicely with each other, etc.).
6. Develop a relationship of trust and continuity with the children in your care, which will enhance each child's development of positive self-image.
7. Schedule nursery helpers for the 9 a.m. and the 10:30a.m. services, as needed.
8. Schedule nursery helpers for any special services held throughout the church year (i.e. Maundy Thursday, Christmas Eve, Easter Sunrise, etc.) A minimum of two adults will be needed for each special service. If volunteers are used to staff, then the hired Nursery Worker may be excused for that service.
9. We encourage all employees to engage in continuing education classes, seminars, etc., for employee's refreshment and benefit, as well as the church's. The church will help pay for such classes.

Performance Expectations of a Childcare Staff Member

1. Be punctual. Notify the Pastor in advance if you must be late.
2. Be reliable in your attendance. Notify the Pastor in advance if you must be absent.
3. Be polite, friendly, and courteous to others, both children and adults.
4. Do not engage in *physical* punishment/discipline of any child.
5. Cooperate with other childcare staff and with parents.
6. Clean linens from cribs and diaper tables each week.
7. Clean nursery toys each week.
8. If a child in your care has a bump or fall, fill out an incident report and inform the parent when they pick their child up. Turn in the incident report to the Pastor.
9. Report any other issues/difficulties to the Pastor or your Staff-Parish Committee liaison.

Special Working Conditions:

As a staff member, you are an integral part of the New Bethel United Methodist Church, and one of its representatives. As such, it is expected that you actively strive to live out the highest ideals of the Christian faith. They include but are not limited to: a personal relationship with Jesus Christ as Lord and Savior; integrity and honesty in all areas of life; truthfulness; self-control; respectful behavior toward all people regardless of age, race, or gender-related issues, and overall living a life-style that is consistent with the teachings of the Gospel.

Termination Policy:

Dependability is essential to the smooth functioning of this ministry.

1. Nursery workers will be terminated if they fail to follow nursery policies or in

situations of excessive absence or habitual lateness.

2. Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member.
3. **Termination for Convenience:** Either party may terminate this Agreement for any reason, without liability related to that termination, by providing at least 2 weeks prior written notice to the other party.

I have read the position description for **Nursery Attendant** of the New Bethel United Methodist Church and understand its contents. My signature below indicates my agreement and covenant to abide by the requirements set forth above.

Signature of Applicant

Date

7/11/2023