

St. Paul's United Methodist Church
400 Wayne Avenue
Defiance, Ohio 4512

Child Care Worker (Nursery) Job Description

The Child Care worker shall have overall responsibility for providing oversight and supervision of infant and child care (ages 0-4) during all worship services sponsored by the church.

Purpose

To provide dependable, safe, secure, and nurturing care to the children while at our Church, ages 0-4 years in a clean environment.

Duties

1. Arrive 15 minutes prior to the beginning of worship or programming.
2. Provide for the well being of children placed in the care of the nursery.
3. Follow the Safe Sanctuaries policy set forth by St. Paul's United Methodist Church.
4. Be polite, friendly, and courteous to all children, parents, and volunteers.
5. Stay until the children are secured with a responsible adult named on the child's registration form.
6. In the event of an emergency notify the parent via the communication system. Cell phone/pager.
7. Care for the cleanliness of the child care areas.
 - a. Straighten the room and clean any toys/beds before leaving. All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.
 - b. Used bed sheets will need to be placed in the dirty linen container and clean sheets are to be placed on the beds. Church staff or the volunteer will be responsible for laundering the sheets.

Schedule

Arrive 15 minutes prior to the Early Morning Service. Child care hours include every Sunday 8:30 a.m. to 12:30 p.m. Summer schedule one service at 10 a.m. with arrival at 9:45 to 11:30. Full shifts will be completed regardless of attendance. You are expected to work all Sundays even if it falls on a holiday. You will have the option to work other church events, i.e. Easter, Christmas, Vacation Bible School, etc. The opportunity for extra work will be announced at least 4 weeks prior to the event. There will always be services on Ash Wednesday, Maundy Thursday, and two services on Christmas Eve. If you choose to work extra at these other events, the hour(s) of the nursery will be specified.

Supervision

The Childcare worker shall work at the supervision of the Director of Children and Youth Ministries. The Childcare Worker may request a hearing by the Staff-Parish Relations Committee concerning any grievance, by contacting the chairperson of that committee. At the Childcare Worker's request, the senior pastor may be asked to absent himself from that meeting. Communicate in advance, by phone to the nursery coordinator: 1) any planned absences with an advance two-week notice, or 2) any unplanned absences at least two hours prior to the shift.

Training

The Childcare Worker will be required to undergo Safe Sanctuary Training and First Aid Training both available here at St. Paul’s.

Evaluation

This agreement shall be reviewed annually beginning with a detailed review with the Director of Children and Youth Ministries. The senior pastor shall present to the Staff-Parish Relations Committee a salary recommendation. The Childcare Worker is invited to any Staff-Parish Committee meetings but will be specifically asked to participate in the portion of a meeting which would deal with this working agreement.

Compensation

The Childcare Worker will be paid \$10 per hour.

Deductions

Where applicable, will be made for the following: All federal, state, and city income taxes.

Other expectations and agreements are to be found in the Personnel Practices Policy of the St. Paul’s United Methodist Church.

Signed

Childcare Worker _____

Staff-Parish Chair _____

Pastor _____

Date _____