

Summerville Presbyterian Church

Job Description for Nursery Workers

Mission Statement

We, the Christian Education Division of Summerville Presbyterian Church, seek to provide a nursery which is a place of care and nurture for children ages birth through five years old. Because we affirm that all children are a gift from God and that they depend upon adults for safety and security, the nursery is a place where children are both loved and cared for physically, emotionally, and spiritually. Because we believe that Christian education and nurture are a joint venture between parents and the church, the nursery is a place where parents are welcome and feel confident leaving their children while they attend worship, Sunday School, or church functions; and where our nursery workers are supported and compensated for their ministry to our youngest children.

Nursery Workers Job Description

All nursery workers will be:

1. recommended by the church staff and Christian Education Ministry Team, after a reasonable interview process which will include reference and background checks, and hired by the Personnel Committee of the Session.
2. appropriately experienced in the care of young children
3. required to complete a basic first aid and CPR course at the church's expense
4. at least 20 years of age
5. expected to arrive 15 minutes prior to the event and stay until children are picked up and room is cleaned.
6. required to abide by the nursery policies (attached)
7. expected to provide care which includes: feeding, changing diapers, maintaining a safe environment, putting children down for a nap, holding, sitting with, and cheerfully interacting hands on with the children
8. hands on interaction with children by means of games, stories, crafts and play
9. working with another nursery worker at all times
10. in attendance at a bi-annual evaluation
11. accountable to notify the staff member in charge of planned absences 2 weeks ahead of time and of last-minute illness no later than 6 hours before the beginning of the scheduled event, if the day of please contact the Lead Nursery Staff person and then contact the staff member in charge. You will also need to work to find a replacement for your shift when possible.
12. required to maintain a work schedule calendar
13. responsible to the Christian Education Ministry Team, the staff member in charge, and the chair of the Christian Education Ministry Team, and the Session of Summerville Presbyterian Church

Support provided to nursery workers by Summerville Presbyterian Church

We will:

1. compensate fairly (above minimum wage, with regular increases)
2. provide basic first aid and CPR training fees annually
3. afford nursery workers: 4 days off annually
4. evaluate nursery workers bi-annually by church staff
5. allow nursery workers to take grievances to the Christian Education Ministry Team chair, the lead nursery staff, staff member in charge
6. provide an appropriately furnished nursery, including rocking chairs, table and chairs, cribs, and changing area, and toys
7. be open to suggestions of nursery workers in how to improve our nursery

Termination Policy

By nursery workers:

Nursery workers will provide two weeks notice, if they wish to resign from their position

By the church:

1. Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or neglect of any child or parent
2. Nursery workers will be terminated if they fail to follow nursery policies (attached) or in situations of unnotified absence or habitual lateness.

Summerville Presbyterian Church seeks to work with its nursery workers to solve all problems.

Nursery Policies for Summerville Presbyterian Church

1. Before children arrive, nursery workers must make cribs with fresh sheets
2. All children must be signed in by their parents on the pad provided. Parents must also note where they will be while their child is in the nursery in case nursery workers need to contact them.
3. Children's bags and bottles must be labeled with child's name. If they are not labeled, parents are to do so before leaving their child. Nursery workers will seek to remind parents.
4. Children are strongly discouraged from bringing toys from home. If a child does, nursery workers will seek to put this toy in the child's bag. If the toy from home is a "prized possession" such as a blanket or special "comfort" toy, nursery workers will use their discretion as to if and when this toy may be put in the child's bag.
5. If a child is excessively upset, the parents will be contacted.
6. Eating must be done at the table. No food or cups allowed in the cribs or playpens.
7. Each time a diaper is changed, nursery workers will follow this hygiene policy:
 - Use a fresh pair of plastic gloves
 - Change diaper
 - Place diaper and glove in the diaper pail (not the trash can)
 - Clean the changing surface with the solution supplied
 - Dispose of gloves and wash hands thoroughly
8. There must be two nursery workers in the each nursery at all times.
9. After children leave, nursery workers must:
 - Wipe off table and toys with solution provided
 - Strip beds and play pens of bedding
 - Return furnishings (including toys) to where they belong
 - Put any supplies away
 - Turn off lights and lock nursery doors.
10. All committees and church organizations who need a nursery for their activities will schedule nursery usage and nursery workers through the Associate Pastor (and/or Director of Christian Education).

IN CASES OF EMERGENCY:

1. Follow first aid training procedures
2. If emergency continues, call 911
3. Contact parents immediately