

NURSERY CARE PROVIDER

First Congregational Church, UCC, Stockbridge – July 2020

The care and development of our children is a vital part of our shared life as a church. The ideal Nursery Care Provider will bring energy, creativity, care, preparedness, teamwork and will want to be part of a community committed to excellence, joy and meaning.

Accountability/Support - The Nursery Care Provider is hired by the Church as voted by Council on the recommendation of the Search Committee in consultation with the Pastor. The Nursery Care Provider is responsible with the Board of Christian Education for leading our efforts to maintain a safe, vibrant and engaging environment within the Nursery. A full CORI/background check will be required in accordance with Safe Church practices. In order to support the effectiveness and the enjoyment of this role, the Nursery Care Provider will be supported by the Pastor and the Board of Christian Education.

Responsibilities of the Nursery Care Provider - In general: The Nursery Care Provider (NCP) will provide leadership within the Nursery on Sunday mornings. The NCP will provide direction for the church volunteer on the given morning, will provide the direct care for the children and will provide feedback essential to the ongoing effectiveness of the Nursery. The NCP will be expected to arrive not later than 8:45 to prepare the room and will generally be free to leave once all the children are picked up from the Nursery following worship. In any case, the NCP will be compensated for at least two and one-half hours every Sunday. Should the NCP stay longer compensation will continue in ¼ hour increments. The NCP may also be invited to provide care on other occasions with the ability to accept or decline such opportunities.

Performance Reviews - Annually, the Personnel Committee of the Church will provide a performance review to celebrate successes, identify areas for improvement and make recommendations. The NCP will have a voice in this process. The termination of the NCP's employment may be effected by written notice of either the NCP or the Church Council. In each case thirty-day notice is required.

Duties of the Nursery Care Provider - The NCP will be responsible for the following

- Nursery Maintenance:
 - Alerting the Board of Christian Education as to any needs or concerns regarding the Nursery.
 - Recommending new supplies or materials that will benefit the program.
 - Making sure the Nursery is ready for the children and straighten up after worship.
- Caring for Children
 - Getting to know the children in the program to help them feel more comfortable.
 - Bringing creativity to the position to ensure that the children are engaged.
 - Providing direction for the church volunteer.
 - Do those things that are more personally involved with the children (soothe a distraught child, make the decision as to whether the parent(s) is needed, change diaper, take the child to the bathroom,...).
- Other Duties
 - Caring for the children, the families and the church through dedicated and prepared service.
 - Working with C.E. to develop, as desired and appropriate, learning opportunities for children in the Nursery.

Compensation and Benefits - The NCP will be compensated \$20.00 per hour and will receive at least 2 hours pay for every occasion. When choir is in session it will be 2.5 hours.