

*First United Methodist Church  
504 E. Highway 50, O'Fallon, IL 62269*

**Professional Accountability: Minister of Children and Family Ministries**

**Position: Part-time, Hourly**

**Purpose:**

The Nursery Assistant at First United Methodist Church of O'Fallon will provide dependable, safe, secure, and nurturing care to children ages 0-5 years while at our Church, through Christ-centered teaching and play.

**Position Summary:**

The Nursery Assistant is responsible for providing age-appropriate care including, but not limited to: maintaining a safe environment, leading Christ-centered lessons, crafts and prayer, feeding, changing diapers, escorting to the bathroom, holding, sitting, and interacting with children through games, stories, and play.

**Essential Responsibilities:**

- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Connect with families before and after service by engaging in conversation.
- Arrive 30 minutes prior to the work shift starting time. Child care hours include every Sunday 8:00 AM to 12:15 PM. You are expected to work all Sundays even if it falls on a holiday and other church events such as Ash Wednesday, Maundy Thursday, Christmas Eve, and Summer Programs. You will have the option to work other church activities/meetings. The opportunity for extra work will be announced at least 2 weeks prior to the event when able.
- Stay until the children are secured with an authorized adult, specified in each family profile.
- In the event of an emergency notify the parent by phone or by going to them in their worship space.
- Straighten the room and clean any toys before leaving. All toys that have had contact with saliva will need to be cleaned with a sanitizing solution or wipe. Trash needs to be taken out. Floors need to be swept.
- Universal precautions should always be used while changing diapers or when in contact with body fluids.
- Attend an evaluation after a 90 day probationary period and thereafter annually.
- Attend meetings with other nursery workers and the Minister of Children and Family Ministries to work together to keep the nursery experience growing and becoming the best we can offer to our families.
- Report to the supervisor any issues which are hindering the carrying out of the duties or responsibilities.
- Communicate in advance to the supervisor:
  - Any planned absences with an advance two-week notice.
  - Any unplanned absences at least two hours prior to the shift.

**Termination Policy:**

- There will be a 90 day probationary period where either party may terminate employment without cause. Beyond this a two-week notice is expected.
- Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment.
- Termination may occur for failure to carry out job duties as described above, or failure to comply with the “First United Methodist: Child Protection Policy”.
- Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member.

**Qualifications:**

- Experience in caring for children between the ages of 0 to 5 with the ability to adapt and interact with a variety of personalities.
- At least 15 years of age (work permit required from high school if under the age of 16)
- Satisfactory completion of background check and drug screening (18 years and older)
- Satisfactory completion of CPR training for infants and children (must complete within 90 days of hire)
- Must adhere to First United Methodist Church Child Protection Policy Guidelines.
- Three references.

**Statement of Confidentiality and Evaluation:**

I understand that the information and activities I deal with in my job at O’Fallon First United Methodist Church is confidential. I will not discuss it, copy it, or in any way disclose any information acquired by me, during my employment, except as specifically authorized to do so by my supervisor. This includes, but is not limited to, the names of individuals I encounter, and financial and gift information.

Any violation of these rules is grounds for immediate dismissal from work and is subject to other disciplinary processes for infractions of church policy.

The Nursery Assistant works directly for the Director of Children and Family Ministries and the Nursery Coordinator, and receives an annual evaluation.

I understand that I must pass an initial criminal background check, as well as periodic follow-up background checks during my term of employment (18 years of age and older). I further understand that I must notify my supervisor within five days of any arrest.

I understand that I am required to participate in “sexual harassment prevention training” provided by the church on an annual basis, to be certified by the SPRC and kept in my personnel file.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

---

Employee (NOTE: Parent/legal guardian must sign if employee is under 18)

---

Date

---

Parent/legal guardian (must sign if employee is under 18)

---

Date

---

Supervisor

---

Date

---

Staff Parish

---

Date