

**MANCHESTER UNITED METHODIST CHURCH**  
**REVISED CHILD-CARE PROVIDER JOB DESCRIPTION**  
**June 2021**

The child-care provider is expected to embody an attitude that reflects the values of Manchester United Methodist Church.

**Primary Function:**

To care for children (infants through Kindergarten age) during worship, Sunday School (when there is an adult class or teachers with infants/toddlers), and other church events as needed.

**Hours/Compensation:**

The child-care provider must be at the church fifteen minutes prior to the start of the church activity requiring her/his service, and may leave after the last child has been released to parent/guardian and other responsibilities are finished. Pay periods are the 15<sup>th</sup> and the last day of each month.

**Vacation/Sick Leave:**

After three months of employment, there is one Sunday of paid time off each year that can be used for vacation/sick leave. The church is sensitive to additional requests for time off when needed. The Child-Care Provider shall find his/her substitute during the absence. A substitute needs to be certified in First Aid/CPR and authorized using Manchester United Methodist Church's Protection Policy for Children Youth, and Vulnerable Adults. Substitutes need to be approved by the pastor, and the chairperson of the Staff-Parish Relations Committee needs to be informed.

**Bereavement:**

In the event of an absence due to the death of the child-care provider's spouse, son/daughter, parent/spouse's parent, sibling, grandparent, or grandchild, one calendar-week's salary will be paid.

**Evaluation:**

Periodically (at least yearly), the Staff-Parish Relations Committee will evaluate the work of the child-care provider. The Staff-Parish Relations Committee will meet with the child-care provider on an as-needed basis to review and revise the child-care provider's responsibilities.

**Relationships:**

The child-care provider is directly responsible to the pastor for day-by-day supervision and to the Staff-Parish Relations Committee in a consultative role. The pastor is to inform the chairperson of the Staff-Parish Relations Committee of day-by-day concerns/issues.

**Termination Procedure:**

The child-care provider is required to present written notice to the pastor and the chairperson of the Staff-Parish Relations Committee a minimum of fourteen days prior to termination of employment.

Involuntary termination by the Staff-Parish Relations Committee can be effective immediately.

## **JOB GUIDELINES/RESPONSIBILITIES**

### **GUIDELINES:**

Ensure all nursery guidelines are followed.

### **RESPONSIBILITIES:**

Follow Manchester United Methodist Church Protection of Children, Youth, and Vulnerable Adults policy. It is expected that the Child-Care Provider will have certification in First Aid/CPR.

Organize the child-care space and equipment to provide a safe and nurturing environment.

Welcome all children and their parent/guardian.

Provide quality child-care for infants, toddlers, and preschoolers (through age five) while engaging them in activities that meet the social, emotional, cognitive, and physical needs of the children at their developmental level. In brief quiet moments, sing a religious song, say a short prayer, etc. with the children. Remember: the close interaction with a child is a great way to share the deep, transforming love of Christ with a family!

Before child-care provider leaves:

1. Toys used by a child must be cleaned with disinfectant sanitizing wipes and returned to their containers/shelves.
2. If a child has had a snack, sweep the floor to clean up crumbs.
3. Empty waste basket into the dumpster.

Be sure that needed supplies are available (diapers, wipes, plastic bags, gloves, cleaning supplies, etc.) on site. If you purchase supplies out-of-pocket, complete a check request with receipt(s) and submit to the pastor for approval. After approval, a reimbursement check will be issued to the child-care provider.

Report all child-care room problems (heating, plumbing, electrical) to the church office.