

## **Instructions for applying for a position with Stone House Presbyterian Church**

1. Carefully consider the job description
2. Fill out the application
3. Make sure the contact information is accurate for the people serving as your references. Let them know they will be receiving a request for a written reference.
4. Submit the application to the pastor by emailing [mburcher@shpchurch.org](mailto:mburcher@shpchurch.org) or send by mail to SHPC, 9401 Fieldstone Parkway, Toano VA 23168

You will be contacted when we receive your application. We appreciate your interest in this position and our congregation.

Pastor Mike

# STONE HOUSE PRESBYTERIAN CHURCH

## Church Nursery Worker Job Description

**Job Title:** Church Nursery Worker

**Reports To:** Pastor

**Position Status:** Part-Time, Non-Exempt

**Purpose:** To provide dependable, safe, secure, clean, and nurturing care to children, ages 0 through 4 years old, during Sunday morning church service.

### **Responsibilities:**

- **Provide age-appropriate care** which includes:
  - Feeding a light snack and drink.
  - Changing diapers
  - Escorting children to the bathroom
  - Maintaining a safe environment
  - Holding children appropriately, if needed
  - Sitting with and cheerfully interacting with children through games, stories, play, and prayer.
- **Be polite, courteous and friendly** to all children, parents, and volunteers.
- **Arrive 45 minutes prior to the Service.**
  - Child care hours include every Sunday 9:45 a.m. to 12:00 noon.
  - You will be expected to work all Sundays, even if it falls on a holiday weekend, unless otherwise discussed.
  - You will work with another adult volunteer; two adults should be present with children at all times.
  - You will have the option to work other church events, i.e. Easter or Christmas events outside of the Sunday church service, Vacation Bible School, etc. The opportunity for extra work will be announced at least 4 weeks prior to the event.
- **Stay until children are secured** with a responsible adult named on the child's check-in form.
- **In the event of an emergency, notify** the parent via cell phone or personal contact.
- **Straighten the nursery room** and clean any toys used before leaving the nursery. All toys that have had contact with saliva will require special attention with the sanitizing solution available in the nursery.
- **Attend an evaluation after a 90-day introductory period and thereafter annually.**
- **Report any issues** to the Pastor that hinder you or prevent you from carrying out your duties or responsibilities.
- **Communicate in advance** by phone to the Pastor:
  - Any planned absences with an advanced two-week notice.
  - Any unplanned absences at least two hours prior to the shift.

**Qualifications:**

- **Experience in caring for children** between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities
- **At least 18 years of age**
- **Satisfactory completion of background check**
- **Must be current with immunizations, including COVID vaccine. Use of a face mask may also be required**
- **Satisfactory completion of CPR training for infants and children (SHPC will pay for this training)**
- **Must adhere to Presbyterian Church (U.S.A.) Child/Youth/Vulnerable Adult Protection Policy and its Procedures**
- **Three written references from adults who are not related to the applicant**

**Termination Policy:**

- **Dependability is essential.** Tardiness and excessive absences will not be tolerated and will result in termination of employment.
- **Immediate termination will occur** in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, coworker, or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the Stone House Presbyterian Church Child Protection Policy.

**Compensation:** \$50 per Sunday with two paid Sundays off per year with advance approval from the Pastor.

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 identified above.

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Signature of Nursery Worker

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Date