

Bellaire Community United Methodist Church

Job Description: Nursery Supervisor

Purpose:

To offer quality care and supervision for young children during church functions in safe, comfortable and nurturing environment that is consistent with our mission, values, and theology.

Responsibilities:

- Supervise the church nursery during the 10:30 AM Sunday worship service (and, if available, other occasional special events and holiday services.)
- Ensure safety of children at all times when the nursery is open.
- Comply with church and child protection policies, such as the two-adult rule and visibility.
- Oversee and cooperate with adult nursery volunteers.
- Clean and maintain the nursery, including sanitizing toys when necessary.
- Make all facility needs known to the Custodian and/or Trustees as appropriate.
- Communicate faithfully with the Senior Pastor and staff.
- Report all suspected cases of abuse to the immediate supervisor as mandated by the state.

Qualifications:

- Authentic relationship with Jesus Christ.
- Love and respect for people.
- Sense of humor, humility and positive attitude.
- Team player with the rest of the staff and congregation.
- Committed to the church's vision, leadership, and people.
- Dependable, responsible, and self-motivated.
- Basic first aid skills.
- Previous experience in childcare.

Employer policies

- The senior pastor is the immediate supervisor of this position.
- All church employees are expected to maintain high standards of integrity, trust, work ethic and confidentiality at all times.
- Any illegal or unethical acts (including, but not limited to, harassment, criminal acts, slander, etc.) are subject to review by the pastor and the SPRC and can result in possible termination of employment.
- All church employees are expected to use social media appropriately.
- The church abides by standard laws that prohibit discrimination.
- Hiring is subject to a background and reference check.

Evaluation:

- An annual performance review will be conducted by the Pastor and the Staff/Parish Relations Committee for support, job description interpretation, and mutual evaluation.

Compensation and Benefits:

- The position is part-time, 1.5 hours per Sunday (from 10:15 AM to 11:45 AM). Pay scale is reflective of skills and experience, approximately \$10-\$12/hr.
- This is “at-will” employment. The church does not pay, nor is the employee eligible for, unemployment benefits.
- Unpaid time-off is allowed with approval of the pastor.
- The church carries liability insurance.
- Other benefits, such as pensions, health insurance or childcare, are not provided.

Termination of Employment:

- A thirty (30) day, written notice shall be necessary in the case that either party wishes to terminate this agreement of employment. For new hires, there will be a ninety (90) day probationary period during which time either party without cause may terminate this agreement after seven (7) days written notice.

To Apply:

- Please send a résumé and three references to:
Pastor Eric Falker
Bellaire Community United Methodist Church
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Bellaire, MI 49615
231-533-8133
231-533-5313 (fax)
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