

NURSERY CARE PROVIDER

The First Congregational Church, UCC, Stockbridge – August 2025

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

Accountability/Support - The NCP is responsible with the Board of Christian Education (CE) 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 NCP will be supported by the Pastor and the Board of CE.

Responsibilities of the Nursery Care Provider - The NCP will provide direct care for the children on Sunday mornings, alongside another NCP. The NCP will be expected to arrive at 9:30 a.m. to prepare the room and will be free to leave once all the children are picked up from the Nursery following worship (usually between 11:15-11:30 a.m.). In any case, the NCP will be compensated for at least two 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 special 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 put into effect by written notice of either the NCP or the Church Council. In either case, thirty-day notice is required.

Duties of the NCP - The NCP will be responsible for the following:

- Nursery Maintenance:
 - Alerting the Board of CE 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 cleaning up the room at the end of shift.
- Caring for Children
 - Getting to know the children attending so they feel comfortable and relaxed.
 - Bringing creativity to the position to ensure that the children are engaged.
 - Working collaboratively with the other NCP or church volunteer.
 - Attending to the personal needs of the children (soothe a distraught child, etc.)
- Other Duties
 - Working with the Board of CE to develop, as desired and appropriate, learning opportunities for children in the Nursery.
 - Assist the teacher in the adjoining classroom to deliver lesson plans to elementary school children in grades K-3.
 - Communicate with the Board of CE if you need to miss a given Sunday, giving the Board a one-week notice in advance.

Compensation and Benefits - The NCP will be compensated \$25.00 per hour.