

Nursery Ministry Job Description

August 16, 2018

Here at Bethlehem Lutheran Church, we believe that parents are the primary faith nurturers. We also believe that there is a living partnership between the congregation and the family for this faith nurturing. One of the ways we live this partnership is by providing nursery care during worship, learning hour, and other special events for children 0-5 years old. Parents are invited to have their children with them either at worship or learning hour or congregational events, or to leave their children in the expert care of the nursery staff at those times. Sometimes parents may want to choose to do a little bit of both! Whatever way it works for each family is perfectly acceptable.

PRIMARY STAFF RESPONSIBILITIES:

1. Uphold the goals/mission of nursery
2. Nursery will be staffed by two staff people (one Primary Staff over the age of 21, and one additional staff or volunteer age 15+) from 7:30-11:30 on every Sunday unless otherwise determined due to worship schedule changes.
 - a. Primary staff will be responsible for being present at all scheduled hours unless a vacation request has been submitted and approved.
 - b. Primary Staff will be responsible for scheduling secondary staff person or volunteer
 - c. Primary staff will be responsible for being present at all special events and programming.
 - d. Nursery care for funerals, weddings, memorial service and other extenuating opportunities will be handled through the church office as soon as possible.
3. Supervision and expectations
 - a. Primary staff will manage the parent drop off/pick up process as determined in Nursery Ministry Policies and Procedures.
 - b. Inside
 - i. Playing, singing, reading, etc WITH the children
 - ii. Engage children in Sunday school material for 2.5-3 year olds could be provided by Director of Faith Formation.
 - c. Outside
 - i. Any time there are children outside there MUST be a nursery staff person outside supervising.
4. Facility care
 - a. Clean up and set up of nursery area
 - b. Maintain safety standards of all equipment
 - c. Make note of any issue needing attention

ALL STAFF REQUIREMENTS:

5. Background check/Safe Haven Training
 - a. Primary Staff must be 21+ years old, Secondary Staff must be 15+ years old
 - b. All staff will be in the BLC Safe Haven data base and approved for working with children before employment begins.
 - c. All staff will attend a Safe Haven training provided by Bethlehem Lutheran Church or partner congregation. Other trainings (provided by school district or social service organization) may qualify and will be determined by the Director of Faith Formation.
 - i. Previously attended trainings may qualify if a certificate of attendance can be provided.
 - d. CPR/First Aid training is required for all staff. Copies of the cards/certification will be kept in personnel files.

SECONDARY STAFF RESPONSIBILITIES:

6. Assist Primary Staff in fulfilling the goals/mission of the nursery
 - a. Playing with children
 - b. Assisting in sign in/sign out process
 - c. Cleaning/maintaining facility

EMPLOYMENT APPLICATION FOR BETHLEHEM LUTHERAN CHURCH

APPLICANT INFORMATION

Name (Last)	(First)	(Middle)	Date
Address	City	State	ZIP Code
Telephone	Alternate Telephone	Best Contact Time	E-Mail Address
Social Security Number	Driver's License No./Issuing State	Date of Birth	
Position Apply For	Type of Work Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Contract		
When Are You Available to Begin Work?		Will You Work Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, can you provide evidence that you are authorized <u>and</u> of legal age to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
In Case of Emergency Notify	Telephone	Name of Nearest Relative	Telephone

EDUCATION

TYPE	SCHOOL NAME/LOCATION	COURSE OF STUDY	NO. YEARS ATTENDED	DEGREE/DIPLOMA
HIGH SCHOOL				
BUSINESS/TECHNICAL				
COLLEGE				
GRADUATE				
OTHER				

Professional Organizations:	
First-Aid Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed
CPR Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed

EMPLOYERS

(List all jobs and contracts held by you during the past five continuous years)

CURRENT EMPLOYER

Company Name	Telephone		
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving	Supervisor		

PREVIOUS EMPLOYER

Company Name	Telephone		
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving	Supervisor		

PREVIOUS EMPLOYER

Company Name	Telephone		
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving	Supervisor		

PREVIOUS EMPLOYER

Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

PREVIOUS EMPLOYER

Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

MILITARY STATUS

Have You Served in the U.S. Armed Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch	Start Date	End Date
Rank/Rate at Discharge	Type of Service	Type of Discharge	
Special Training/Experience Received in the U.S. Armed Services	Draft Status	Reserve Status	

CRIMINAL HISTORY

Have you ever been <i>convicted</i> of a criminal offense? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have any criminal actions pending in which you are the Defendant? (Not Applicable to California Applicants) Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on probation or parole? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred.

PERSONAL REFERENCES:

Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship

APPLICANT STATEMENT

(Read and Sign Below)

I certify that this employment application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired. If offered a position, I understand that I will be required to undergo a standard background check and agree to that process. My employment will be dependent on a background check report that is clear. I understand that this employment application is not valid without my signature.

Print Name	
Signature	Date