



Union Church
200 Prospect Street
Berea, KY 40403
859-986-9260
office@union-church.org
www.union-church.org

Job Description - Nursery Care Provider - Starting pay \$12.00/hour

General Description

This position provides care and supervision for children from infancy through age three (age five during the summer) during worship services at Union Church, Berea, KY. The ideal candidate will have experience providing care for infants and preschoolers, enjoy working with and encouraging young children, be a high school graduate or equivalent, be punctual and reliable, and have First Aid and Infant/Child CPR certification (If you do not have these certifications, we can help you get them and cover cost). For the children's safety, candidates are expected to undergo a background check, and be willing to have a second responsible person with them in the nursery. This position is part-time, from 10:00am-12:00pm on Sundays, and other hours as arranged. In addition to a background check, the candidate must view and go over our Safe Sanctuary Training and sign a Safe Sanctuary Covenant Statement (both of which are on our website at: <https://union-church.org/ministries/youth-ministry/safe-sanctuary-training/>).

The Nursery Care Provider can expect to receive requests and feedback from multiple sources, however his/her direct supervisor is the Program Coordinator. Since the duties of the Nursery Care Provider will primarily occur while the Program Coordinator is engaged in worship services, and/or study groups, feedback from parents and the Faith Development Board will also be valuable. If an issue is raised regarding this position that the Program Coordinator is unable to address, then it will be referred to the appropriate group (generally either the Pastor, Personnel Committee, Faith Development Board, or the Administrative Board).

Responsibilities

- Open and prep the nursery, creating a safe, positive, and cheerful atmosphere
- Maintain toys and supplies, making requests to the Program Coordinator as appropriate
- Report Nursery attendance to the Faith Development Board and Program Coordinator.
- Tidy room and sanitize toys after use.
- Maintain First Aid and Infant/Child CPR Certification (at Union Church's expense, with advance approval from the Faith Development Board)

Miscellaneous

- In the rare case that no children are present, the Nursery Care Provider is expected to tend to the needs of the room (cleaning, organizing, assessing the status of toys).
- The Nursery Care Provider is invited, but not required, to bring children into worship during StoryTime.
- A Live broadcast of the service is available in Nursery area.

IMPORTANT INFORMATION FROM UNION CHURCH STAFF HANDBOOK



III. Recruitment, Screening, and Training of Workers

A. Requirements for all church staff members and volunteers who regularly work with minors (at least 5 or more times in this capacity in one year) a. Current CPR/First Aid Certification for people paid to work with minors

b. Completed Volunteer Application and Disclosure Form

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c. Three Reference Checks, done initially and when applicant hasn't volunteered for 3+ years.

d. Personal Interview

e. Criminal Background Checks, which include a Sex Offender Registry review, done initially and when applicant hasn't volunteered for 3+ years

f. Safe Sanctuary Training, yearly

g. Signing of Safe Sanctuaries Covenant, yearly

B. Requirements for volunteers who periodically work with minors (2-5 times in this capacity in one year) and one-on-one with vulnerable adults a. Completed Volunteer Application and Disclosure Form

b. One to Three Reference Checks

c. Sex Offender Registry review

d. Safe Sanctuaries Training or Safe Sanctuaries Policy Orientation letter, yearly

e. Signing of Safe Sanctuaries Covenant, yearly

C. Requirements for volunteers who work once yearly with minors a. Completed Volunteer Application and Disclosure Form

b. Sex Offender Registry review

c. Safe Sanctuaries Policy Orientation letter

d. Signing of Safe Sanctuaries Covenant, yearly

D. All paperwork filled out for these procedures shall be considered confidential and kept in the locked and restricted access filing cabinet. The following are authorized to access the files as

needed: Faith Development Board members, Church Administrator, Pastoral Staff, Office Administrator, Church Council Chair, Administration Board members, and the Moderator.



E. Safe Sanctuaries Training includes an overview of this policy, procedures for ministries with children and youth, steps to report incidents of abuse, details of state laws regarding types and warning signs of child abuse, and appropriate interpersonal boundaries.

F. Six Month Hospitality policy states that all new regular attendees take part in the ministries of the church for 6 months before volunteering to lead children and youth activities

IV. Procedures for Prevention and Safety

A. Every 1-3 years, CPR and First Aid training will be coordinated for those required to have it for their positions and others who might be interested.

B. There will be no fewer than two adults present with minors, preferably unrelated. A floating adult visiting more than one class group can assist with supervision. For overnight events, there must be at least one adult of each gender of the participants.

C. Youth over the age of 16 may work with an unrelated adult in supervising children in situations like Sunday School and Vacation Bible School when other adults are readily available.

D. The two supervising individuals working with minors must be at least 5 (five) years older than the participants.

E. When children are on the playground during church events, an adequate number of adults should be with them at all times as per the above policies.

F. In a mentorship or other one-on-one situation between an adult and a minor, they should meet in a public place (church, coffeehouse) or where at least one other unrelated adult is nearby. If they want to meet in a private place, written permission must be granted by the parent/guardian.

G. Classrooms and child care rooms are open and may be visited without prior notice by paid staff, volunteers, or parents. All classrooms must have an unobstructed window or open half door.

H. Counseling sessions with minors shall take place in a room with an open door or unobstructed window, ideally when others are nearby. Similar precautions should be taken with vulnerable adults.

I. One parent or guardian is required to sign their child into and out of programs (Sunday school, VBS, etc.) for children elementary age and below. The adult who signs the child in will indicate who will sign them out.

J. Written consent of a parent/guardian of a minor will be required for all activities off the church property, any overnight activities, and any one-on-one mentoring or counseling sessions.

K. Appropriate methods of discipline for children and youth include positive reinforcement, redirecting, and time outs. Inappropriate methods of discipline include shaming, spanking, hitting, or threatening.

When children need to go to the restroom, volunteers will accompany children to the main bathroom door, but not any further unless the child needs assistance. If the child needs assistance, the volunteer will leave the door cracked open during the bathroom process.



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V. Responding and Reporting

- A. Tell one of our pastors, the moderator, or the church administrator. If a volunteer or staff member suspects that a minor has been or is being abused or neglected, they should talk immediately to the one of these staff members. This ensures that the church leadership is aware of the situation and offers support to the person reporting the incident.
- B. Fill out an incident report form together with the staff member. It is imperative to document all actions and conversations related to allegations. The information on the form must be kept confidential and access limited only to those who must know.
- C. Take any necessary steps to assure the safety of the victim and notify parents of victim if appropriate. If you feel the child is in immediate danger, call 911.
- D. Report to Department for Community Based Services. It is the duty of everyone who has reasonable cause to believe that a child is dependent, abused, or neglected to report this information. The 24-hour hotline is 1-877-597-2331. The local Madison County office number is 859-986-8411. The Department of Community Based Services has the authority and obligation to assure that reports meet the statutory definition of abuse, neglect, or dependency before a formal child protection investigation is set in motion. State law says that the clergy-penitent privilege shall be a ground for refusing to report.

Additional steps may include, but are not limited to, the following, depending on the situation:

- * Removal of offender. If the possible abuser is a staff member or volunteer with minors in the church, they shall be immediately relieved of that position until the allegations are resolved.
- * Notify church's insurance company as appropriate.
- * Notify congregation as appropriate. Prepare a brief and honest statement that can be made to the congregation without giving unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns.
- * Consider what groups or persons in the congregation might have been affected by the incident and ensure that appropriate ministry takes place.
- * Respond to the media. Only people designated to speak on behalf of the church (lead pastor, associate pastor, moderator) shall make comments to the media. No one else is authorized to speak on behalf of the congregation.



**Employment Application
for those working with
Youth and Children at
Union Church, Berea, Kentucky**

First Name _____ M.I. _____ Last _____
Address _____ Apt.# _____
City _____ State _____ Zip Code _____
Phone # _____ Email _____

Current Occupation _____

What position are you applying for: (Check one)

- Nursery Provider
- Children's Church Volunteer
- Youth Leader
- Youth Volunteer

Relevant work or volunteer experience:

Why would you like to work with Children and/or Youth at Union Church?

What are your strengths/qualities in working with children/youth?

What do you consider your challenges in working with children/youth?

Do you have a valid driver's license? _____

Are you willing to submit to a criminal background check? _____

How long have you been involved with Union Church, Berea _____

What date can you start this position? _____

REFERENCES

(Please list three personal references (people who are not related to you by blood or marriage) and provide their contact information, in what capacity you know them, and for how long below.)

Name _____
Address _____
Phone: _____ Mobile Phone _____
Email _____

Relationship to Reference _____
How long have you known this person _____

Name _____
Address _____
Phone: _____ Mobile Phone _____
Email _____

Relationship to Reference _____
How long have you known this person _____

Name _____
Address _____
Phone: _____ Mobile Phone _____
Email _____

Relationship to Reference _____
How long have you known this person _____

Applicant Signature

Date _____



