

Church Sunday School Teacher and Nursery Worker Job Description

Hinsdale United Methodist Church
945 S. Garfield
Hinsdale, IL 60521
www.hinsdaleumc.com

Job Title: Church Sunday School and Nursery Worker

Reports to: Director of Children's Ministry

Classification: Part-time (4-6 hours per week) Sunday mornings, Wednesday evenings, and occasionally other times as program needs arise.

Compensation: \$16.00/hour

Job Description and Responsibilities

Sunday School Teacher and Nursery Workers are responsible for providing age-appropriate care which may include: feeding, changing diapers, escorting children to the bathroom, maintaining a warm and safe environment, holding, sitting beside, and cheerfully interacting with infants, toddlers, and children through songs, stories, games and prayer.

Sunday School Teachers and Nursery Workers are expected to arrive at least 30 minutes prior to the first worship service at 8:30 a.m. Childcare is provided whenever there is a worship service being held at the church. Childcare may be booked at other times to occasionally support other ministries of the church (e.g., Table Talk, Choir Rehearsal, evening meetings, etc). Worship services are held each Sunday morning and other special worship services are held on Ash Wednesday, Maundy Thursday, Good Friday, Thanksgiving Eve, Christmas Eve, and Christmas Day.

Sunday School Teachers and Nursery Workers are expected to remain with the children at the church until all children are returned to one of their parents or another authorized adult.

Sunday School Teachers and Nursery Workers are expected to provide a warm and friendly learning environment for the children. Workers are also responsible for taking out and putting away all toys and learning materials before leaving the church.

Sunday School Teachers and Nursery Workers should notify the Director of Children's Ministry of any planned absences at least two weeks in advance and any unplanned absences at least two hours prior to their scheduled work. They should not plan to be absent more than 6 Sundays per calendar year and two holidays per calendar year. They should plan not to be absent on days of special events and activities for children (Rally Day, Trunk or Treat, Advent Family events, Christmas Pageant, and Easter).

Competencies and Expectations

Sunday School Teachers and Nursery Workers are expected to possess a passion for ministry with children and families. They should also endeavor to facilitate the growth of the faith of children and parents.

Sunday School Teachers and Nursery Workers should fully embrace the vision and values of Hinsdale United Methodist Church.

Sunday School Teachers and Nursery Workers should possess the ability to embrace innovation and creativity while adapting to growth and change. While the primary focus of this position are the infants and toddlers in the nursery, there will be many occasions in which workers will be expected to work with preschool and elementary children.

Sunday School Teachers and Nursery Workers will implement and execute the curriculum selected by the Director of Children's Ministry and the Education Committee.

Sunday School Teachers and Nursery Workers will often be assisted by youth of the church. Therefore, they should be comfortable and effective when interacting with the teenagers and older children.

When opportunities arise, teachers should communicate with parents regarding their child's Sunday School experience.

Teachers and Nursery workers should record attendance each week. They should report to the Children's Director any children who are absent over four consecutive Sundays.

Teachers and Nursery Workers will be occasionally expected to provide information or updates and pictures from their classes in a format that can be easily included in church media outlets.

Qualifications

Sunday School Teachers and Nursery Workers should have completed at least one course in Early Childhood Development and have at least one year of experience caring for children between the ages of 0-5. A degree in Early Childhood Development is preferred. Teachers should possess the ability to adapt easily and interact with various personalities.

Teachers and Nursery Workers should be at least 20 years of age and satisfactorily complete a background check and drug screening.

Teachers and Nursery Workers should provide proof of all required immunizations and should have completed or be willing to take CPR training for infants and children.

Hinsdale United Methodist Children's Ministry is committed to helping and encouraging the families of Hinsdale UMC and our community know they are loved by God and to reach out and serve each other in love in the name of Jesus.

Hinsdale United Methodist Church is a demographically diverse, medium-sized church in Hinsdale in the Wesleyan tradition (United Methodist). For more information on what United Methodists believe and value, visit <http://www.umc.org/what-we-believe>.

To apply, please email cover letter and resume jobs@hinsdaleumc.com.