

## **Brentwood United Methodist Church**

### **Nursery Lead Teacher**

**Reports to:** Associate Director of Children's Ministry (Infants – Pre-Kindergarten)

**Ministry Description:** To minister to the needs of young children and their families by providing a safe, loving, Christian environment to foster development. The BUMC Nursery Team is a key component to the overall Children's Ministry of Brentwood United Methodist Church and plays an important role in the lives of our families.

**Job Description:** BUMC Nursery Staff work with children ranging in age from 8 weeks through 4 years old on Sunday mornings, and with children 8 weeks to 5<sup>th</sup> grade during other church events.

**Qualifications:**

- Must be 18 years of age or older
- Relates and communicates well with children and families
- Supportive of the purpose, principles, and ministries of Brentwood United Methodist Church
- Supportive of Christian values
- Works well with others
- Has ability to deal sensitively and confidentially with parent concerns and to develop professional relationships with parents
- Physically able to perform the job of teaching young children
- Reliable and Punctual
- Available to work all Sunday morning services unless otherwise approved by the Director of Children's Ministry

**Responsibilities:**

- Maintaining ratios and policies and procedures for classroom management
- Create an environment that meets our children's intellectual, physical, emotional, social, and spiritual needs within the guidelines of developmentally appropriate practice
- Oversee attendance process
- Maintain and care for all equipment and toys as well as clean and straighten assigned classrooms
- Help with snacks, feedings, diaper changes, and meeting the basic needs of all children
- Adhere to Safe Sanctuary policies and stay current on CPR certifications (training provided by BUMC)
- Abide by nursery policies and expectations
- Responsible for communicating with parents at drop-off and pick-up
- Secure emergency bags and class rolls in the event of an emergency
- Attend quarterly training (held on Sundays after services with lunch provided)
- Responsible for securing a sub (if a sub list is available) to cover a Sunday shift if you are unable to work

**Required Sunday Morning Schedule:**

8 a.m. – 12:15 p.m.

**Other times to work: \***

Sunday: 4:30-7:30 pm.

Wednesdays: 6-8 p.m.

*\*Additional dates and times TBD, based on church schedule and needs. Sunday morning staff have the opportunity to sign up for these extra dates*