



CHILDCARE CAREGIVER Scope of Work

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

CHILDREN'S MINISTRY OVERVIEW

St. Luke's Nursery and Childcare Ministry provides children with a safe, comfortable, and nurturing environment so that parents are better able to worship at any of our services and may grow spiritually by attending various classes and events. It is our aim that children in our care experience Jesus' love reflected by our Caregivers in a clean, safe, playful, and nurturing Christian atmosphere.

A Childcare Caregiver's primary responsibility is to provide direct care for children ages birth and up. A Caregiver welcomes each family and their children in a cheerful manner, and cares for and engages with children while their parents volunteer or attend classes, small groups, activities, or other events at the church. Childcare Caregivers ensure that children have the most positive experience possible while in the church's care. Childcare is one of the most valuable programs in the church as it allows parents with young children to grow or live out their faith in various learning or serving opportunities within St. Luke's.

SCOPE OF WORK

- Arrive on time and provide clear communication to the Assistant Director of Children's Ministry and Childcare.

- If someone is missing from your shift, inform the Assistant Director of Children’s Ministry and Childcare and use the Caregiver contact sheet to call missing Caregiver or a replacement if possible.
- Read and abide by the Nursery and Childcare Handbook and any other policies or procedures provided.
- Attend annual training (includes Safe Sanctuaries).
- Ensure that an adult is never left alone with a child.
- Ensure the room is safe and age appropriate for children.
- Ensure room, toys, and furniture are clean before children arrive.
- Cheerfully greet and welcome each child and parent/responsible adult during drop off.
- Ensure adults fill out all forms, including the sign-in/sign-out sheet, and understand instructions provided by parent.
- Go the extra mile to connect with children and their families.
- Exercise caution when offering food and extreme diligence when aware of allergies.
- Cultivate a nurturing and fun atmosphere in your room.
- Actively engaging with children on their level is a top priority. Talk and play with each child in your care. Cell phones, homework, and other distractions should not be out while children are in the room; adult conversations should be minimal.
- Use positive discipline techniques such as redirection and encouraging good choices.
- Assist children with activities such as crafts and cleaning up but encourage them to develop skills.
- Provide structure where appropriate but allow for plenty of child-led play and creativity.
- Be proactive in checking diapers or offering bathroom breaks. Diapers should be checked hourly.
- Diapering and assisting children in the bathroom must be done in line of sight of another adult.
- Inform the Childcare Coordinator of any children who cry for 10 minutes or more, or other issues, needs, or suggestions.
- Orient other caregivers (volunteer or paid) with any procedures.
- Greet parents upon pick-up with positive feedback on their child.
- Say goodbye to children.
- Stack chairs, remove trash, clean toys, and wipe counters and tables once children have gone.
- Mouthed toys should be cleaned, and toys sprayed with disinfectant as described in handbook.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke’s.

- Have a basic knowledge of caring for children as whole persons including physically, intellectually, emotionally, socially, culturally, morally, and spiritually.
- Must be able to pick up, chase, hold, and sit on the floor with children as needed.
- Caregivers must be reliable and trustworthy, as well as joyful, patient, and kind.
- Obtain and maintain Infant and Pediatric First Aid and CPR Certification (recertify every 2 years – we can help with this).
- Must submit to and pass a background check (recheck every 2 years).
- Must have access to email as that is how opportunities and instructions are communicated.

