



SUNDAY MORNING NURSERY LEAD

DEFINITION AND NEED

This part-time position is responsible for overseeing the New Hope Nursery and its volunteers on Sunday mornings. Two positions are available, one for the 9:00 worship service, and one for the 10:30 service. This position provides our Sunday morning nursery program with continuity and consistency for the children and their parents. It is a vital component of who we are as a church that we have reliable personnel who can build relationships and rapport with the people who attend here.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the New Hope Kids Director. Works with Sunday morning Nursery volunteers. Scheduling of volunteers will be regularly done by the New Hope Kids Director, however there may be instances when the Nursery Lead will arrange for substitutes when a regular volunteer is unable to serve. This is an adult position; applicants must be 18 years of age and complete a background check through Live Scan. Completion of Ministry Safe online training will also be required prior to beginning this position.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following:

Arrives 15 minutes prior to the service start time each week, stays until all children have been picked up by their parents or until the Nursery Lead for the next class has arrived.

Greets parents and babies, makes sure children have been signed in, that each child has a name tag and checks with parents for any special instructions regarding the care of their child.

Provides general care for children in the nursery, and sees that volunteers are providing care as needed.

Will notify New Hope Kids Director of supply needs (e.g. wipes, changing pads, disinfectant spray, paper towels, hand soap, etc)

Performs related duties as assigned.

In the event of illness or inability to work for a service, it is the responsibility of the Nursery Lead to make arrangements for a substitute lead (either switching with another Nursery Lead or one of the regular Nursery volunteers) and to notify the New Hope Kids Director of the change.

PAY

This position will be paid at a rate of minimum wage (\$16.00 per hour), 1.5 hours per week. Hours will be submitted by the employee to the Treasurer at the end of each pay period.

** Applications available in the New Hope Office. Please return completed application to Brook Price.*

Please direct any inquiries to brook@go-newhope.com.



NEW HOPE COMMUNITY CHURCH

APPLICATION FOR EMPLOYMENT

It is the policy of New Hope Community Church to comply with all applicable state and federal laws prohibiting discrimination in employment on race, age, color, sex, marital status, religion, national origin or other protected classification.

Name _____ Date _____
 Last First Middle
 Address _____
 Street City State Zip
 Telephone Number _____ Email Address _____

Are you over 18 years old? Yes No
 Can you, after receiving an offer of employment, submit verification of your legal right to work in the United States? Yes No

Position(s) applied for: _____

How did you learn of this position? _____

Have you worked here before? Yes No
 Are there any hours or days you cannot or will not work? _____
 Are there any essential functions of the position applied for which you cannot perform?
 Yes No If yes, what can be done to accommodate you? _____

Have you ever been convicted of a felony? Yes No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

Have you ever been released from a job? Yes No If yes, why? _____

Wage or salary desired? _____ When can you start? _____

Education	Name and Location of School	Year Graduated	Major	Diploma or Degree
High School				
College/University				
College/University				
Other training/education:				

WORK EXPERIENCE

May we contact your present employer? Yes No Contact: _____

If "No," may we contact your present employer upon your acceptance of an employment offer?
 Yes No

1. Most Recent Employer	
Employer _____	Telephone _____
Address _____	
Employment dates: From _____	to _____
Starting Position _____	Position on Leaving _____
Starting Salary \$ _____	Salary on Leaving \$ _____ per _____
Name and Title of Supervisor _____	
Description of Duties _____	
Reason for Leaving _____	
2. Previous Employer	
Employer _____	Telephone _____
Address _____	
Employment dates: From _____	to _____
Starting Position _____	Position on Leaving _____
Starting Salary \$ _____	Salary on Leaving \$ _____ per _____
Name and Title of Supervisor _____	
Description of Duties _____	
Reason for Leaving _____	
3. Previous Employer	
Employer _____	Telephone _____
Address _____	
Employment dates: From _____	to _____
Starting Position _____	Position on Leaving _____
Starting Salary \$ _____	Salary on Leaving \$ _____ per _____
Name and Title of Supervisor _____	
Description of Duties _____	
Reason for Leaving _____	

In addition to your work experience, what other experiences, skills, or qualifications would especially fit you for work with our company? _____

REFERENCES

(Do not list relatives, former supervisors, clergy or any other person who might reflect race, color, religion, sex, national origin or ancestry.)

- 1.) Name _____ Telephone No. _____
Occupation _____ Relationship _____
- 2.) Name _____ Telephone No. _____
Occupation _____ Relationship _____
- 3.) Name _____ Telephone No. _____
Occupation _____ Relationship _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that the withholding of information or the giving of false information on this Application will result in refusal to hire or in disciplinary action up to and including the termination of my employment.

I further understand and agree that if I am offered employment by New Hope Church it will be on an at-will basis. This means that either I or New Hope may terminate the employment relationship at any time for any reason, with or without cause and with or without notice. I understand and agree that only the Staff Relations Committee of New Hope Church can enter into an agreement on any other terms and they can only do so in a writing signed by the Senior Pastor, the Staff Relations Chair and by me. I understand that this necessarily means that no oral representation made by any person can change or modify the at-will nature of my employment with New Hope Church.

I further understand and agree that if I am hired by New Hope, length of employment, promotions, positive performance reviews, pay increases, bonuses, increases in job duties or responsibilities and other changes during employment will not change the at-will term of employment with New Hope and will not create any implied contract requiring cause for termination. Finally, I understand and agree that this constitutes the entire agreement between me and New Hope with regard to the nature and duration of employment with New Hope and the circumstances under which either the church or its employees may terminate the employment relationship.

I HAVE READ THE ABOVE PRIOR TO SIGNING THIS APPLICATION.

Date _____ Applicant's signature _____