

JOB DESCRIPTION

SUNRISE COMMUNITY CHURCH

Moppets/C4C Childcare Worker

**Our vision is to follow Jesus Christ to become, belong and bless.
Our mission is sending and forming people to love Jesus Christ.**

1. Position Identification

- Title: Moppets/C4C Childcare Worker
- Department: Adult Ministries
- Classification: Hourly, Part-Time
(Approx. 6.5 hours per month for Moppets, or up to 14 hours per month for C4C)

2. Reporting Relationships

- Reports to Moppets/C4C Coordinator
- Accountable to Women's Ministry Director and MOPS and MOMSnext Coordinators

3. Position Summary

Sunrise Community Church is looking for a reliable and experienced person to care for children (birth-homeschool) in a church setting for the Moppets program on Thursday mornings and the C4C program on Tuesday mornings. We are seeking someone who is a committed Christian and understands childcare as a ministry.

4. Calling - My Response to God

- Exhibit a sense of calling and knowledge of one's spiritual gifts as described in the 5 Cs (see attached).
- Passionately love God and love people.
- Study and live the Word of God.

5. Character - My Nature and Behaviors

- Continually develop the character qualities of I Timothy 3:1-7 and Titus 1:5-9.
- Exhibit integrity, servant-heartedness, personal spiritual disciplines and Godly lifestyle as described in the 5 Cs (see attached).
- Model the vision and mission statements of Sunrise Community Church.

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6. Competence - My Demonstrated Skills

Exhibit knowledge, productivity / reliability, communication, flexibility and alignment as described in the 5Cs (see attached).

Minimum Job Requirements

Education

- High School Diploma

Professional Experience

- 1-2 years experience in the care of children, either paid or volunteer, with the ability to adapt and interact with a variety of personalities/characteristics.

Skills

- Strong oral and written skills.
- Able to contribute to a team environment with MOPPETS/C4C Coordinator and fellow childcare workers.
- Able to troubleshoot issues with childcare workers, children, and moms.
- Able to work independently as a team member.

Requirement

- Must be a professed Christian and member or regular attendee of either Sunrise Community Church or a church professing Jesus Christ as Lord and Savior, and must demonstrate a genuine love and compassion for children.

Responsibilities

- Provide age-appropriate care which may include: feeding, changing diapers, maintaining a safe environment, putting children down for naps, holding, sitting with, and cheerfully interacting with children through games, stories, playground time, crafts, and play.
- Be polite, friendly, and courteous to all children, parents, co-workers and volunteers.
- Stay until all children are picked up by the registered adult who dropped them off, or who is listed as a designated pick up person on the child's registration form.
- Straighten room and clean any tables/chairs used before leaving.
- Attend an annual worker training in September and any other planned trainings or team events throughout the year.
- Abide by Children's Ministry policies and classroom expectations.

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- Communicate, in advance, by phone or in person, to the MOPPETS/C4C Coordinator any absences following procedure:
 - Planned absences must be given two weeks ahead of time.
 - In the case of last-minute illness, he or she must contact the MOPPETS/C4C Coordinator by phone 1 hour prior to his or her shift so a replacement or volunteer may be found.
- Arrive 15 minutes prior to the start of the program and stay 15 minutes past the close of the program:
 - C4C Hours-8:45 am-12:15 pm
 - MOPPETS Hours-9:00 am-12:15 pm
- Maintain communication with the MOPPETS/C4C Coordinator and the Women's Ministry Director in receiving and providing feedback from the weekly program sessions.

7. Chemistry - My Relationships

- Exhibit the attitudes and behaviors for relationships, volunteer development, teamwork and conflict resolution as described in the 5Cs (see attached).
- Cultivate and maintain warm, positive relationships with the mothers and children in the MOPPETS or C4C programs.
- Establish positive relationships with fellow MOPPETS/C4C Workers to help foster a strong team environment.
- Maintain open and positive communication between the Women's Ministry Director and MOPPETS/C4C Coordinator in providing and receiving feedback from other childcare workers, children and moms.

APPENDIX A - THE FIVE Cs

CALLING – MY RESPONSE TO GOD

1. Sense of Calling

- a. Ministry is more than just a job for me and I experience a sense of God's calling in my current role. My calling has been affirmed through life experiences, feedback from others and / or Scriptures that have personal meaning.
- b. I display a joyful, passionate conviction towards my ministry.
- c. I am challenged and fulfilled in my current ministry role.

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2. Spiritual Gifts

I have identified my spiritual gifts and use them to advance God's purpose for my life and the goals of SCC.

CHARACTER- MY NATURE AND BEHAVIORS

1. Integrity

- a. I authentically "walk the talk". My actions are consistent with my words and beliefs.
- b. I am trustworthy and faithfully follow through on my commitments.
- c. I keep confidential information confidential

2. Servant Hearted

I exhibit willingness, humility, patience, flexibility and helpfulness towards others, including staff, volunteer leaders and congregants.

3. Personal Spiritual Disciplines

I cultivate and display a growing love for God and others through regular practice of personal spiritual disciplines (e.g., prayer, Scripture reading, study, journaling, fasting, silence).

4. Godly Lifestyle

- a. My lifestyle and reputation honors God and reflects positively on SCC and its ministry. The fruit of the Spirit is evident in my life.
- b. I am a good steward of the resources that God has given me (e.g., time, talent, financial resources).

COMPETENCE - MY DEMONSTRATED SKILLS

1. Knowledge

- a. I possess or am actively developing the required skills, knowledge and experience for my ministry role.
- b. I continually seek out new learning opportunities.
- c. I am willing to take risks. When I fail, I admit mistakes, learn from them and move on.
- d. I can identify my strengths and weaknesses. I apply my strengths appropriately and I am addressing my weaknesses.

2. Productivity / Reliability

- a. I effectively manage the resources available to me - time, budget, materials and people.
- b. I produce work that is thorough and accurate.
- c. I honor other people's time through punctuality and on time delivery of my work.
- d. I know and follow the policies and procedures that apply to my work.
- e. I consistently make good decisions, maintaining an appropriate balance between timeliness and research of alternatives.

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3. Communication

- a. I communicate openly and honestly. My words are edifying and I avoid the use of sarcasm.
- b. I listen carefully and respect different points of view, even if I don't agree.
- c. I choose communication methods appropriate to the situation (written vs. verbal, formal vs. informal).
- d. I respond promptly to messages from staff, volunteer leaders and congregants (email, phone calls, texts).
- e. I notify the appropriate people when situations change or when my work affects their area of responsibility.

4. Flexibility

- a. I am open to change and new ways of doing things.
- b. I am willing to take on new work assignments that are appropriate to my role and to learn new skills and tasks if required.
- c. I demonstrate composure and perseverance when dealing with difficult people or stressful situations.

5. Alignment

I prioritize my work in alignment with the vision, mission and strategic goals of SCC.

CHEMISTRY - MY RELATIONSHIPS

1. Relationships

- a. I cultivate good working relationships with staff and volunteer leaders.
- b. I expect the best of others and respect what all individuals contribute to the ministry of SCC.
- c. I am vulnerable and transparent in my interactions with others. I strive to create a safe environment for people to share their struggles.
- d. My demeanor is friendly, approachable and hospitable.

2. Volunteer Development

- a. I actively recruit and equip volunteers to serve according to their gifts, skills and passions.
- b. I acknowledge, celebrate and honor the contributions of volunteers.

3. Teamwork

- a. I work cooperatively, inclusively and selflessly with staff and volunteers to achieve ministry goals.
- b. I successfully collaborate with people whose personalities and work styles differ from my own.
- c. I give timely encouragement and candid feedback to my teammates and accept the same from them.

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4. Conflict Resolution

- a. I actively strive to resolve conflict quickly and humbly without laying blame on others or holding grudges.
- b. I seek appropriate guidance when necessary.

COUPLE / CLOSE RELATIONSHIPS - MY MARRIAGE, FAMILY AND FRIENDS

1. Commitment

- a. My relationships with my spouse and / or family members and friends reflect a Christ-like attitude of love, forgiveness, respect, loyalty, patience and perseverance.
- b. I spend time with my spouse and / or family and friends and seek out resources to strengthen these relationships.
- c. My interaction with my family endorses my ministry.

2. Conflict Resolution

My close relationships exhibit a healthy approach to conflict resolution. I seek appropriate guidance when necessary.