

## **South Congregational Church**

### **Draft Job description: One Room Sunday School Teacher/Sunday Program Coordinator**

Reports to: Minister  
Effective: TBD  
Status: 5-20 hours a month, non-exempt

#### **Responsibilities:**

- Preparing and overseeing weekly lessons and activities (with help of pastor or curriculum)
- Assembling or purchasing materials needed for Sunday classes
- Responding to all Sunday-school-related issues and offering guidance.
- Ensuring that the designated area of the Sunday school is clean and presentable.
- Providing a loving and safe environment where children feel welcome.
- Communicating with parents
- Working collegially and collaboratively with other Staff members
- Overseeing the attendance record.
- Reporting to the Christian Education Board (apx 8 meetings a year)

#### **Sunday School Teacher Requirements:**

- High school diploma (or working towards the diploma)
- Proven experience as an educator or with child care is advantageous.
- Good understanding of planning and developing lesson plans.
- Must be available to teach classes on Sundays including some holidays
- Excellent communication and interpersonal skills.
- The capacity to represent the Christian Faith with enthusiasm, joy and wonder.
- Deep grounding in the Christian Faith is an asset, still, issues of theology, biblical knowledge and doctrine will be mentored and supported by the pastor.
- Must pass a background check

#### **Work Schedule:**

Apx 1-3 hours on Sundays (apx 9:00-12:00 winter month, apx 8:30 to 11:30 summer months). When no children are present, one hours work will still be paid.

Preparation time of up to 9 hours per month.

Must be able to work on Easter Sunday, and Christmas Sunday when it falls on a Sunday

#### **Compensation:**

\$25/hour.

Summers off and two "school year" Sundays off

We are open to an arrangement of Job sharing.

## Core Competencies

*Creativity and Innovation:* Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

*Compassion and Care:* Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in their very presence; demonstrates appropriate expressions of care.

*Ethics and Values:* Honors the core values and beliefs of the church in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors he/she advocates to others.

*Interpersonal relationships:* Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.

*Organizing:* Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.

*Planning:* Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

*Team Orientation:* Demonstrates interest, skill and success in a church staff environment; promotes staff goals ahead of personal agendas; steps up to offer self as a resource to other members of the staff; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.