

Coordinator of Church School (Part-time)
St. John's Episcopal Church, Arlington, Massachusetts

JOB DESCRIPTION

We seek an energetic individual who genuinely enjoys working with children and parents. The Coordinator of Church School will serve an important ministry of St. John's, a small, vibrant, welcoming and inclusive faith community. Working with and for the Rector, the Coordinator serves the parish by fostering and growing the faith and spiritual formation of our children, ages 3 ½ to 5. This is a part-time position of **8-10 hours per month, 2 Sunday a month**. Hours are flexible, except for Sunday mornings.

Our Church School runs from the 1st Sunday after Labor Day through the 2nd Sunday in June. Ideally, the Coordinator is available from mid-August to mid-June.

Key Responsibilities of the Coordinator of Church School:

A Teaching

- Serve as lead teacher of Church School on Sundays
- Maintain a safe, welcoming and nurturing environment in the classroom
- Assist children in understanding the themes of the liturgical seasons and lessons
- Prepare lesson plans in advance, using the *Weaving God's Promises* curriculum or other materials as agreed, and communicate/coordinate as needed with the assistant teachers:
 - Incorporate basic worship elements during Church School
 - Connect Jesus' teachings to the daily lives and experiences of the children and to current events when relevant.
 - Include and engage a group of children of varying ages (3 ½ to 5 years old) with different learning style
- When appropriate, attend Diocese of Massachusetts workshops related to Church School

B. Coordination

- Recruit and equip volunteer assistant Church School teachers from parish members
- Maintain a schedule of volunteer assistant teachers
- Clarify the roles and responsibilities of assistant teacher when necessary
- Ensure all assistant teachers complete Safe Church Training and CORI check
- Coordinate acquisition and maintenance of Church School materials and supplies
- Plan and collaborate with parents, Rector, and volunteers in special activities such as the Christmas Pageant, recognition of milestones in the life of the children, and quarterly Children's Sunday
- Communicate with the Rector about pastoral needs
- Maintain regular communication with parents, including suggestions and materials for children's spiritual formation at home

C. Administration

- Plan and be responsible for a small Church School budget

- Keep accurate records (registration, attendance, expenses, supplies, etc.)
- Meet with Rector monthly or as necessary
- Provide a written report for the Annual Parish meeting

Qualifications:

The Ideal Candidate is someone who:

- Understands the meaning of the liturgical seasons and the teachings of Jesus
- Maintains good and positive rapport with children and assistant teachers;
- Understands the challenges of working in a church setting
- Has experience teaching children, or similar experience
- Has some experience working with children with varying learning styles and abilities, and is inclusive and welcoming of all children
- Is mature, responsible, positive, organized, friendly, warm, calm and engaging
- Is able to work independently and collaboratively
- Has strong communication and interpersonal skills
- Has an Associate's degree or similar experience
- Passes a CORI check and completion of Safe Church training

To Apply

Email cover letter and resume to:

The Rev. Diane Wong

dianeckwong@gmail.com

Or send through regular mail to:

St. John's Episcopal Church

74 Pleasant Street

Arlington, MA 02476