

East Congregational Church
United Church of Christ
610 Adams Street
Milton, MA 02186

Our Vision

“Drawn together in the presence of God and inspired by Christ’s example, we will grow in the Spirit, embrace change, and seek newness of life, building and serving community”

Job Title: Sunday School Teacher

Position Description:

Our community-focused, LGBTQ-affirming, progressive congregation, East Congregational Church, United Church of Christ, Milton, is in search of a Sunday School teacher.

As a Sunday School Teacher it will be your job to create an atmosphere and experience for the children in your care, that will teach, nurture and help them develop as individuals and as part of a Christian community. We will provide training for you to set up this environment where you will be responsible for planning and leading lessons during Sunday School 3-4 Sundays a month. An adult lay volunteer from the church will assist you weekly.

Responsibilities

- Work as part of a team of staff and volunteers
- Plan and prepare, in advance, individual and small group Bible-learning experiences. Utilize at least 1 hour a week to prepare lessons for Sunday classes using the assigned curriculum or approved alternate resources.
- Arrive no later than 9:30 on Sunday mornings to set up and prepare for the children’s arrival.
- Deliver/teach the program on scheduled Sundays
- Maintain a safe educational environment for children and teachers by upholding East Church’s Safe Church policies
- Interact with parents
- Monitor condition of equipment and supplies and alert one of the Co-Directors of Christian Education when equipment or supplies are needed.
- Assist with Christmas pageant, Youth Sunday and other special events
- Attend quarterly teacher meetings
- Support East Church’s vision statement and it’s Covenant of Community [attached]

Work Hours and Schedule:

- The First, Second, Third and Fifth Sunday Mornings 9:30-11:30 from September to mid-June
- 1 Hour of planning per week outside of Sunday mornings

- Renewal for the following year may be available following satisfactory performance and available funding
- New employees will have an informal review at 3 months and a formal review in June.
- Reasonable absences are expected, notice must be given to one of the Co-Directors of Christian Education as soon as possible.

Qualifications and Experience:

You are:

- A person of faith (any Christian denomination), loving, creative, responsible, enthusiastic, progressive in your understanding of God and your orientation to the Bible, and at least 20 years old.
- Experienced in Childcare
- Able to demonstrate excellent interpersonal skills, especially dealing with parents and children in a professional manner
- Understanding of basic first aid, including child/infant CPR training (or must be willing to become certified prior to 3 month review)
- Must have satisfactory completion of a nationwide criminal background check and reference check.

Hours and Compensation:

Sunday School hours are 9:30-11:30. It is expected that you will spend an hour each week preparing your lesson. Pay is \$50/week, 30 weeks per year (there is no Sunday School the 4th Sunday of every month). The position is part time and does not qualify for any benefits, sick days, vacation days or holidays.

To Apply:

Please send your Resume and a brief writing sample* to Jennifer at Jennifer.a.nelson2@gmail.com by August 1st, 2015. Interviews will be conducted in July and August

* In one short paragraph please describe for us your favorite Sunday School memory as a child, or the best moment you have had teaching Sunday School. Or describe for us what you hope teaching Sunday School will be like.