

JOB DESCRIPTION - KNOX UNITED CHURCH

SUNDAY SCHOOL LEADER

GENERAL:

Knox United Church has made all children and youth a priority in the life of our congregation. We seek to have a Sunday School environment that is safe, respectful and which nurtures spiritual growth for all participants as they travel together on their faith journey.

DUTIES:

This position is based on a flexible schedule of 7.5 hours per week for ten months of the year – September to June.

1. Set up the Sunday School setting on a weekly basis from the beginning of September to the end of June.
2. Be present each week to supervise the Sunday School classes.
3. Administrative tasks including:
 - Monitor the Sunday School budget.
 - Attend the meetings of the Christian Education Committee.
 - Keep the congregation aware of the Sunday School activities by drafting relevant inserts for the weekly and seasonal church newsletters (this does not require an insert every week).
 - Maintain an accurate record of the children in attendance each week.
 - Submit written reports at the end of the Sunday School year and for the annual congregational report.
4. Be responsible for the safety of the Sunday School children including being aware of the First Aid Protocols and KNOX Fire Evacuation Procedures.
5. Ensure adequate staff are available to meet a reasonable child to adult ratio, which includes new recruitment of staff if required.
6. Plan or review the Sunday School program, including scheduling regular meetings of the Sunday School staff to discuss the Curriculum requirements and implementation. Explore a variety of resources to enhance the staff's engagement and understanding of their role.
6. Ensure that, regardless of regular attendance, children feel welcome and included in both the Sunday School community and the program.
7. Ongoing communication with the Worship Committee and Minister to support special events/services throughout the year.

NOTE: Knox United Church is going through a revisioning process, so some of the duties may change as we implement our vision.

QUALIFICATIONS:

The Sunday School Leader will have:

1. An understanding and ability to demonstrate the level of confidentiality and privacy required with this position and ensure that the staff follow this practice as well.
2. Familiarity with the Bible and commitment to working with the United Church of Canada teachings, structures and values.
3. Strong leadership, interpersonal and organizational skills required in accordance with the current Curriculum.
4. Understanding the developmental levels of the participating children and adolescent members.
5. Basic First Aid Training
6. Up to date (within the last year) Police Record check for working with those in the vulnerable sector.

Asset:

1. Previous relevant experience (including musical) is a great asset.

SUPPORT FROM KNOX UNITED CHURCH

This will include Sunday School Leader and staff training by the Christian Education Committee and the Minister.

Volunteer teacher recruitment by the Christian Education Committee and the Nominations Ad Hoc Committee.

The Ministry and Personnel committee provides support to staff in issues not related to the program and conducts the annual staff reviews.

Knox staff members are committed to working in a cooperative environment.