



<u>Title:</u>	CHRISTIAN EDUCATION INSTRUCTOR
<u>Directly Reports To:</u>	Pastor & Christian Education Chair
<u>Work Schedule:</u>	Part-time On Site: Sunday Mornings from 9:30AM-11:30AM Remote: Approximately 1-3 hours per week in consultation with Pastor and/or Christian Education committee chair to review and complete weekly/monthly lesson preparation.
<u>Probationary Period:</u>	The first 90 days of employment will constitute a probationary period during which period the Church may, in its absolute discretion, terminate the Christian Education Instructor's employment for any reason without cause or notice.

Nature and Scope of Position:

The Christian Education Instructor will shape and lead a comprehensive program for the children and youth of the Church that helps guide students in their spiritual and moral development at each stage of life, in a variety of year-round fun, engaging and relevant activities. The Instructor will solicit volunteers to assist in weekly Sunday School.

Essential Functions:

- Order, prepare and implement age-appropriate weekly children's lessons in conjunction with the Pastor and/or head of Christian Education (CE)..
- Weekly set-up, cleaning and storing of CE room and materials.
- Recruit, train, support and nurture Sunday School teachers and volunteers.
- Plan inter-generational events throughout the year.
- Confer with the CE Chair to create content for the monthly Tidings newsletter.
- Provide periodic social media messages to inform members and the public of the content covered..
- Manage budget, registration and attendance records and report these statistics as requested in conjunction with the CE Chair..
- Deliver children's Sermons in Sunday Worship as requested.

Competencies:

- Strong oral and written communication skills – speaks clearly, appropriately and effectively with a diverse group of individuals.

- Exhibits empathy to effectively represent the Church and respond to wide variety of individuals, in person, by email and over the phone.
- Must respond to requests in a calm, warm, respectful, compassionate and timely manner.
- Maintain strict confidentiality with personal and sensitive information that may be disclosed by Church members or learned through interactions with the Pastor or Church staff.
- Self-motivated and able to carry out job responsibilities with minimal supervision.
- Versatility, flexibility and a willingness to adapt to changing priorities.

Preferred Education and Experience:

- Teaching experience preferred.
- Expertise and proficiency in Google Workspace Suite
 - Calendar package (i.e., Google Calendar)
 - Word Processing functions (i.e., Google Docs)
 - Spreadsheet function (i.e. Google Sheets)
 - Presentation software (i.e., Google Slides)
- Applicants must be authorized to work in the US.
- Applicants will be required to undergo and successfully complete a criminal background check as a condition of employment.

The Church's equal employment policy and its commitment to maintaining a diverse work force is based upon moral, practical and legal considerations. There will be no discrimination in hiring on the basis of race, color, sex, religion, national origin, ancestry, marital status, sexual orientation, age, disability, military or veteran status, genetic predisposition or carrier status or any other characteristic protected by federal, state or local law. All other personnel decisions including, but not limited to, promotions, compensation, benefits, training, education, disciplinary actions, and dismissals shall be made without regard to those factors.