

Paid Sunday School Teacher Job Description Template

Title: Sunday School Teacher

Purpose of the Position: To serve as a Christian role model that guides children in alongside a developmentally appropriate grasp of the Bible stories.

Reports to: the Faith Formation Board/Committee

Terms of Service: Sunday mornings, September through May each year

Position Description

The Sunday School Teacher teaches a class of multi-age children each Sunday morning as scheduled, in accordance with the mission and vision of the congregation, and the goals, objectives and policies established by the Faith Formation Board/Committee.

Specific Responsibilities and Expectations

- Become intimately familiar with the curriculum materials, and design lesson plans mindful of the mission and vision of the congregation, and the goals, objectives, and policies established by the Faith Formation Board/Committee.
- Prepare for the session early in the week in order to have time for personal reflection on the scripture focus, ask questions, and acquire the materials needed.
- Understand that the children will remember the relationships formed in the classroom far longer than the content presented and experienced, and will plan the lesson accordingly.
- Arrive at least 30 minutes before the start of the session in order to allow enough time to set up the classroom, gather supplies, and warmly greet the children as they arrive.
- Adhere to all safe conduct policies established by this congregation's leadership.
- Learn the name of each child as quickly as possible.
- Establish and nurture a Christian community of welcome, care, and covenantal cooperation in the classroom.
- Take attendance and share with the Faith Formation Board/Committee each week.
- Converse with the children's parents after class to establish cooperative relationships with them.
- Create, teach, and oversee regular leadership opportunities for the service of corporate worship by the children, in cooperation with the senior minister.
- Keep abreast of best practices for Sunday School ministries and share them with the Faith Formation Committee/Board and the children's parents.
- Attend Faith Formation Board/Committee meetings when invited.
- Participate in a review process with the Faith Formation Board/Committee every 6 months.
- Include the children in your prayers.
- Share your passion for teaching and your love of God with the children!

Skills and Qualifications

- High school diploma or equivalent
- Minimum 2 years experience as a Sunday School teacher.
- Commitment to the Christian faith
- Excellent communication and interpersonal skills
- Experience in designing developmentally appropriate and engaging lesson plans.
- Understanding of the basic Bible stories
- Experience teaching in-person, virtually, and with hybrid models, with guidance from the Faith Formation Board/Committee.
- Must be available Sunday mornings
- Familiarity and proficiency with current digital, communication, and social media tools
- Willingness to enroll in and attend the classes in the Southern New England Conference Faith Formation Leadership Certificate Program (<https://www.sneucc.org/certification>)

Optional Skills and Experience

- Public school teaching experience
- Song-leading
- Visual arts
- Drama/acting
- Storytelling

Time requirements: 2 hours on Sunday mornings and 3 hours preparation time (5 hours) each week; [35] weeks per year.

Supervised by and directly responsible to: Faith Formation Board