

St. Columba's Anglican Church, Ottawa Ontario **Sunday School Teacher - Ministry Position**

Term:	One Year, renewable. Number of teaching Sundays negotiable with the Incumbent Priest. The Sunday School Term follows the school year. ie, from September to June, with appropriate breaks for stat holidays. Reports to the Incumbent: Karen Coxon Staff liaison: Diana Poitras
Purpose of the position:	To ensure that the children who attend the church are introduced to the teachings of Christ in a safe, friendly, and welcoming environment where children can know the love of God and be spiritually nurtured through caring relationships within the Anglican community and enjoyable learning experiences.
Population(s) served:	Children ages 12 and under. Children two and under must be accompanied by an adult, a parent or caregiver.
Duties & Responsibilities:	<u>Core Duties</u> <ul style="list-style-type: none">• Plan and prepare lessons based on the predetermined curriculum provided by the Incumbent Priest or Sunday School Superintendent• Select creative quality activities that relate scripture lessons to life situations faced by the students and ensure that activities are suited to the age group and interests.• Conduct lessons and supervise a group of children during scheduled Sunday School periods• Ensure an appropriate classroom set up and return the room to its previous form after class• Assist/lead group activities (e.g. Sunday School Christmas pageants, picnics and other special events)• Attend Sunday School meetings two or three times a year• Organize and maintain Sunday School supplies• Track and review attendance• Follows all Screening in Faith protocols as outlined by the Diocese of Ottawa.

Communicate with:

- Meet on a regular basis to assess progress and address concerns two to three times annually with the priest or wardens.
- Children/youth and their parents

Skills, Experience
and Qualities
Required:

- A Christian
- Personal commitment to the development of faith in the young and teaching of scriptures
- Supportive of the parish mission statement
- Willing to work with the curriculum provided or another approved resource
- Strong organizational and time management skills
- Good communication and teaching skills
- Ability to relate to children and understand their learning abilities
- Ability to share knowledge of faith and scriptures and to set a positive example
- Dependable

Personality Traits:

- friendly, spiritual, flexible, empathetic, supportive, patient, creative

Support, Supervision,
and
Evaluation:

- Support is provided by the Incumbent Priest through meetings held four times a year or as required.
- Evaluation should occur at regular intervals (a minimum of once per year) between the teacher and the Incumbent Priest/Sunday School Superintendent

Qualifications
needed:

First Aid Certificate, an asset

Limits of the
position:

- Teaching is only to be carried out in the church building or on its grounds.
- All staff and volunteers at St Columba must obtain a police check.
- In the unlikely event of a one-on-one meeting, follow Responsible Ministry: Screening in Faith Policy. Notify the Incumbent Priest/Superintendent of any such meeting and meet in a public place if possible.

Terms of
work/service:

2 hours per week. (One hour of preparation and one hour of class time.) Most concentrated periods of work are Fall start up and pre-Christmas

Training provided:

Check all that apply

- ✓ Position-specific training as provided by the incumbent and outlined in the Sunday School Curriculum
 - ✓ "On the job" training, as needed
 - ✓ Diocesan Sexual Misconduct training
 - Other: *specify*
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Position Risk Assessment:

- Low Medium ✓ High

Salary:

\$16 - \$20 per hour. Two hours per week.