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**Sunday Grade School (Ages K- 5th) Lead Teacher**

**April 2022**

Friendly Street Church is looking to hire a Lead Teacher for our Sunday children’s programming during our main Sunday worship service. This would be a part-time position (5 hrs-7 hrs./week, paid hourly). We are also happy to work with and mentor interns for college credit.

We desire to have someone passionate about Children’s Ministries with experience in lesson planning, organizing teams, and scheduling and is a team player with experience teaching grade school children. For this role, the Grade School Lead Teacher would provide and teach lessons and activities for ages Kindergarten – 5th grade, a ministry we are wanting to re-start and grow. Grade School ministries meet the second half of our Sunday worship service, with the expectation of being at the church from 9:30 am – 12:30 pm each Sunday (Programming needed 11:15-12:15). We currently have volunteers for ages 0-Preschool, and could discuss paying for additional hours should the applicant desire to oversee the curriculum for this younger age group.

Applicants must attend a weekly one-hour staff meeting, occasional attendance to yearly church calendar planning meetings, and have additional paid opportunities to provide child care for special events.

**Job Description:**

Serve as the Grade School Lead Teacher for worship services at Friendly Street Church of God on Sundays and other special services and/or activities as available. Duties include:

1. Welcome new families and greet families and children ages K-5th grade in a friendly manner.

2. Help facilitate the check-in/check-out system for children ages K-5th grade.

3. Create a safe environment for the children in the classrooms, and ensure health and safety guidelines are being followed by volunteers.

4. Make sure there are appropriate church-provided snacks and supplies available, including cups, plates, and napkins.

5. Make an effort to participate in educational opportunities that relate to your area of service.

6. Establish and facilitate a cleanup policy for toys, countertops, activities, etc.

7. Communicate any building issues that need to be addressed with a member of the Board of Trustees.

8. Coordinate the curriculum and teach children Bible lessons, crafts, and/or activities with church-supplied resources.

9. Oversee and distribute assistant volunteer scheduling.

10. Abide by the policies as outlined in the Children’s Ministries Code of Conduct, signing annually.

11. Attend weekly one-hour staff meetings and additional quarterly event planning meetings as needed.

To express interest, please email Pastor Jenny Elliot at [friendlystreetchurch@gmail.com](mailto:friendlystreetchurch@gmail.com) with “Grade School Lead Teacher” in the subject heading. Applicants will need to have an active faith in Jesus Christ, have experience working with grade school-aged children, pass a background check, and provide two references.