

**Position Description: Elementary Church School Leader**

**Purpose:**

To create Sunday morning experiences that allow children of various ages to be nurtured in Christian faith, grow in their understanding of God's love for them in Jesus Christ, increase their knowledge of scripture, and respond to God's call to love and serve others.

**Responsibilities:**

- Working with the Pastor and church volunteers, lead Sunday morning classes for approximately 6-12 children in grades K – 6<sup>th</sup> grade, using curriculum provided by the Pastor and Christian Education Committee.
- Prepare each Sunday morning experience in advance taking care to connect the large group session and subsequent small group sessions by choosing carefully between the many activities provided in the curriculum.
- With adult volunteers, coordinate the large group portion of the lesson each Sunday which includes presentation of scripture and music.
- Following the large group session, work with adult volunteer or other paid staff to provide either two age-appropriate small group sessions or one broadly graded session - depending on attendance. (Position requires flexibility based on number of students in attendance each week.)
- Learn names, greet parents, and show genuine concern for each child in your class
- Attend meetings with church Christian Education leaders, usually quarterly, and occasional meetings with Pastor and volunteers as requested.
- Collaborate effectively with Pastor and volunteers.
- Be responsive to the concerns of parents and communicate with parents effectively.
- Attend child protection training and observe Church Child Protection Policy.
- Attend child first aid and CPR training
- Arrive at least 15 minutes prior to class-time to set up the classroom space and be prepared to welcome the volunteer(s) and children. (You may be asked to attend the beginning of the worship service and escort children to the classroom when they are dismissed from the sanctuary).

**Time Commitment:**

- Approximately 1.5 – 2 hours each Sunday morning, year-round.\* Occasional exceptions for holidays and special church events.
  - Class time is approximately one hour.
  - Pre and post class time for set up, clean up, and consultation with volunteers and parents is approximately 30 – 45 minutes.
- Approximately one hour of preparation time weekly.
- Quarterly meetings with Christian Education leaders; meetings as needed with Pastor.

\*We are willing to discuss substitute options for college or seminary students who leave Indianapolis for school breaks.

**Requirements:**

- Christian faith that engages your heart and your mind, leads you to love all of God's people, causes you to respond to God's love and redemption with gratitude, shapes your life and your relationships, encourages you to trust the guidance of the Holy Spirit, and calls you to a life of discipleship as part of the body of Christ.
- Theology and understanding of Scripture that is compatible with the beliefs and practices of the Presbyterian Church (USA).
- High school diploma and at least some college courses, preferably including studies in Christian religion and/or education.
- Ability to follow curriculum and choose which activities will be most effective for our group of children.
- Ability to present Bible content in a creative, engaging manner.
- Ability to use age-appropriate methods for engaging children in conversations about biblical stories and theological ideas.
- Strong communication skills and ability to work with volunteers in a collaborative manner.
- Prior experience teaching children, preferably in a Church School setting.
- Excellent interpersonal skills and ability to interact with children with love, compassion, and patience.
- Willingness to participate in child safety training and annual background check.
- Meet employment requirements.

**We agree to provide to you:**

- Curriculum
- One or more volunteer assistants or additional paid staff each Sunday morning.
- Ample supplies and equipment to support the activities suggested in the curriculum.

**Benefits:**

- Receive competitive compensation.
- Meet new people.
- Experience the joy of teaching and learning from children.
- Grow in your own faith.
- Make a difference in a young person's life!

First Meridian Heights is a congregation of the Presbyterian Church (USA).

**Send a cover letter and resume to Rev. Kim Olson at [kim@fmhpc.org](mailto:kim@fmhpc.org).**