

# St. Catherine's Church

Diocese of New Westminster, Anglican Church of Canada

## Position Description

**Position Title: Sunday School Coordinator and Youth Mentor**

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Date Approved by Church Committee:

Date Revised by Church Committee:

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### **Mandate:**

Christian education is a key building block for lifelong faith. St. Catherine's recognises the importance of raising our children with knowledge and experience of the stories and traditions of Christianity. We are committed to providing a meaningful, relevant and inspiring Sunday morning education program to our children.

### **Overview of Position:**

The Sunday School Coordinator holds the responsibility for the organisation and administration of these programs on behalf of the Parish. He/she works closely with the Priest.

### **Goals & Objectives:**

- To provide an effective Sunday School program, ensuring that the educational needs of children are met.
- To work with youth volunteers such that they are mentored into co-teaching roles by providing support, encouragement and materials.
- To oversee the implementation of the Sunday School curriculum.
- To encourage and facilitate the care and involvement of children and teens in Parish worship.

### **Responsibilities**

- To anticipate and plan for Sunday School teaching needs (i.e. to plan for September in the spring), and to work with clergy.
- To plan the annual Sunday School schedule with the Priest and designated members of Parish Council, and to distribute this schedule to Parish families, pre-school teachers, clergy, staff, and marketing volunteers.
- To facilitate Sunday School involvement in the regular worship life of the Parish.
- To budget for and manage the finances of the Sunday School, including disbursement of children's offering to chosen child-related outreach projects.
- To support and encourage youth into Sunday School co-teacher roles and organise training as necessary.
- To monitor the effectiveness of the chosen curriculum, seeking out alternatives if required.
- To ensure that the curriculum and teaching materials are ordered.
- To ensure that the registration and attendance of children in Sunday School classes is monitored, with the goal of facilitating the Parish's awareness of, and response to, the pastoral needs of families.
- To submit reports to monthly Parish Council meetings and report regularly on the needs and work of the Sunday School.

- To communicate regularly with Parish families about upcoming Sunday School events.

### **Accountability, Reporting and Support**

- The Sunday School Coordinator reports regularly to Parish Council on the activities and needs of the Sunday School and solicits assistance if required.
- The Sunday School Coordinator reports to Vestry by means of a written report to be included in the Annual Vestry Report.
- The Priest and Parish Council member with responsibility for Children/Youth Christian Education provides support and encouragement to the Sunday School Coordinator.
- The Clergy work with the Sunday School Coordinator to ensure that the needs and activities of the Sunday School receive the necessary support and involvement from the congregation.

### **Requirements**

- Builds rapport with children of all ages
- Organised and friendly
- Enjoys being with kids and has fun
- Familiar with the language and stories of the Christian Faith
- Submission of a current Police Record Check with Vulnerable Sector Check obtained within the last 12 months.
- Attendance at a Diocese of New Westminster approved Safe Church Workshop.

### **Remuneration:**

5 Hours a week at \$25 per hour – includes preparation, meeting with teen co-teachers as needed, set up time and 90 minutes during the Sunday service (10-11:30am).

July 2019, SS