

JOB DESCRIPTION  
**Church School Teacher - Coordinator**

Contract Position: September to June  
St. Andrew's United Church  
1000 Huckvale Place  
Williams Lake, BC  
V2G 4L2

To Provide Church School for Ages Preschool to Grade 7

**Expectations**

- Be accountable to the congregation of St Andrews through the Ministry and Personnel Committee. Communicate with the Minister and Ministry and Personnel Committee on concerns and issues.
- Provide weekly church school lessons using the curriculum chosen by yourself, the Minister and the Worship Liaison Person (i.e. Whole People of God) and suitable to the mandate of the United Church.
- Do the background reading, plan and prepare lessons. Obtain the necessary supplies for the class, and set up class ahead of church service.
- Clean up the class room following the lesson and do any dishes, sweep the floor, etc.
- Post a roster for helpers weekly.
- When not able to teach class, find a replacement and find helpers when needed for extra children.
- Recruit Church School teachers for various age groups (preschool to Grade 1)

**Remuneration**

- \$200.00 / month (including prep and clean up)

**Requirements**

- Be a welcoming teacher; invite parents to spend time in the Sunday School class and welcome new children
- Criminal Records Check – current and original
- Previous experience working with children preferred.
- Must be available Sunday mornings 9:30 – 12:00, September to the end of May.
- Works well with others.
- Applicant should be a member or adherent of St Andrews.

**Other Information**

- Will have a budget for supplies, but many things will be donated – cookies, juice, craft supplies, etc.

**Term and termination**

Unless dismissed for cause, two weeks notice will be given for termination, by either the Church School Teacher or the employer.

**Contact Information**

Linda Hicks: 250-392-2798

Ken Awmack: 250-392-6356