

Church School Teacher & Organizer

After many months of listening and consideration with a consultant, Christ Church Needham has created a new part-time position which we believe will be sustainable and balanced for both the new hire and the parish. We are in the midst of rethinking and rebuilding our children's and teens' programs because of the pandemic; these programs are much smaller than they were a few years ago, even as we have many young people in households in the church. We would love to welcome a new Teacher and Organizer into the parish who would like to do this regathering and rebuilding work with us as we discern the best way forward.

The Job

This is a salaried position for August through June (no work in July), 10 hours/week, including 2 Sundays a month. The position pays \$11,750 per year, which is 25\$/hour. Paychecks are cut every two weeks; 20 hours paid vacation per year plus 2 additional Sundays off of your choice.

This role does not require attendance on Christmas Eve or Christmas, but does require attendance on Easter Sunday morning. This role is also not intended as an around-the-clock job; we have done our best to limit the work to what can be done within the paid timeframe, to make it relatively flexible, and we are ready to hear feedback and make adjustments if it does not.

The center of this job is working with the children of our parish; this will primarily happen on Sunday mornings in Church School. The rest of the role's work is: to support those Church School gatherings in happening; to make it easier for the rest of the Church to understand and get connected to these programs; and to help at special whole-Church events designed with children in mind. The successful candidate will be part of a collegial on-site staff team including the Manager of Parish Operations, Music Director, Facilities Director, and Assisting Sexton.

Weekly

- teach *every other week* in one of the Church School classrooms (K-3rd or 4th-5th) on Sunday mornings, followed by the church service and Coffee Hour. This is roughly 8:30-12noon; the main service is at 10:00AM.
- stay in communication with the Rector and Manager of Office Operations regarding scheduling and changes
- communicate regularly with the Parish regarding Church School offerings (typically with weekly eBlasts)
- weekly meetings with the Rector, and staff meeting every other week
- send reminders to teachers with lesson plans or changes as needed
- respond to questions from parents and teachers about lessons
- clean and maintain children's areas in the Parish Hall and church, including supplies

Monthly

- check in with volunteers in the Church School program
- adapt the yearly plan as necessary

-receive any feedback from parents and teachers, and consider if tweaking is necessary to the program

Yearly

- work with the Community Concerns Committee to integrate the efforts of Church School and CCC where appropriate
- with the Rector, choose 3 once-a-year major events to help plan and run. There are multiple options, including: Sundae Sunday, the Blessing of the Animals, the Advent Tree-Lighting, the Christmas Pageant, the Epiphany Party, and the Easter Egg Hunt.
- coordinate yearly registration
- as needed, set up informal and formal trainings for new volunteers

Gifts and Skills

A person with creativity and a sense of humor.

A thoughtful Christian of any tradition who can lead and teach in an inclusive Episcopal church with integrity.

A Christian who loves learning and loves all the questions that children ask.

A good communicator (in person and in emails).

Someone who very much enjoys being around children and young people, and has at least some experience working with them outside the home (in a school, after-school program, library, church, etc).

Technical skills Required

Expertise in Google Suite, MS Office Suite

Comfort with Constant Contact or similar email program

Other Requirements Once Hired

Employees of the church get a CORI and SORI background check every three years according to Diocesan policies; they will also need to undergo a number of online training modules as part of the diocese-wide Safe Church program.

Our Parish

We are an inclusive, family-oriented, and multi-generational Episcopal parish just outside of Boston. Our worship services are central to our spiritual life. Through worship, education, outreach, and pastoral care, we seek to love God and neighbor as Jesus teaches.

www.ccneedham.org

How to Apply

Please send your resume with a cover letter introducing yourself to the Rector, the Rev. Nick Morris-Kliment, at nick@ccneedham.org.