



# COLONIAL PRESBYTERIAN CHURCH

## Children's Ministry Teacher/Worker – Renew EPC

---

### **JOB DESCRIPTION**

This person will teach/assist for the children's church lesson and the children's Sunday school class on Sunday at Renew EPC. Curriculum will be provided for the teacher to use, but the teacher is expected to have read the lesson in advance and be prepared with any necessary materials/props. Other duties, such as helping in the nursery, may be needed. Person must be available from 8a - noon on Sundays.

### **WORKING RELATIONSHIPS**

Reports to Pastor

Teams directly with Ministry Partners in the classroom; indirectly with other teachers

### **DUTIES & RESPONSIBILITIES**

1. Follow established policies and procedures of Colonial Presbyterian Church and Renew EPC
2. Arrive promptly at the assigned room. Perform duties as directed by the Pastor.
3. Abide by the established policies, procedures, and guidelines of the department.
4. Attend training sessions and staff meetings.
5. Follow the format (lesson, craft, activities) outlined for the session.
6. Greet each student by name at the door when he/she arrives and leaves.
7. Inform the Pastor of problems concerning health and behavior of children, or deviations from usual procedures.
8. May perform other duties as assigned.
9. This person will also be expected to serve a meal/snack during their teaching time and is expected to be conscientious of any dietary restrictions of students.
10. The worker will be expected to use Planning Center's check in and check out system. Worker will be trained in this application.
11. Have as much fun with the kids as possible.

### **SKILLS & REQUIREMENTS**

1. Must profess a personal relationship with Jesus Christ as Lord and Savior and have a desire to serve His Church.
2. Acknowledge agreement and belief in the Evangelical presbyterian Church seven essentials of our faith and also support Renew EPC's mission and values.
3. Knowledge of developmentally appropriate practices for young children.
4. Previous work or experience with young children.
5. Love of children and ability to enjoy them.
6. Ability to react quickly to avoid an accident or in an emergency.
7. Strong interpersonal skills.

8. Dedication to the Infant & Toddler Ministry.
9. Resourceful, flexible and creative.
10. Exhibit patience and grace.

### POSITION DETAILS

Work in a classroom environment. Must be physically able to pick up infants and toddlers and sit on the floor with them at various times. Ability to participate in child related activities such as jumping, running, dancing and walking. Ability to lift up to 35 pounds. May be asked to substitute in classrooms with children of other ages.

### AGREEMENT

I've read and understand the duties and responsibilities of this position.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

We endorse the above for this position and affirm our support to help them achieve the ministry they have accepted.

PASTOR \_\_\_\_\_ Date: \_\_\_\_\_

EXEC. DIRECTOR \_\_\_\_\_ Date: \_\_\_\_\_

HUMAN RESOURCES \_\_\_\_\_ Date: \_\_\_\_\_