

Children's Christian Education Instructor (CCEI) Effective Date: 5/20/2017

Purpose:

To engage our elementary school age children along their faith journeys.

Accountability:

Reports to the Board of Christian Education.

Functions/Specific Duties:

- Provide engaging learning for school age elementary children.
- Teach provided curriculum material in consultation with Christian Education Board.
- Use biblical stories and teach the seasons of the Christian church year.
- Reconnect with families at Fellowship time. Converse with parents about the activities and encourage faith practices at home.
- From late November until the second Sunday of December, use part of the Sunday school time to rehearse the annual Christmas program.
- Facilitate student discussion on Sunday school offering designation.
- Order supplies.

Weekly:

- Set-up classroom by 10:00 am.
- Update weekly Sunday school attendance.
- Collect Sunday school offerings.

Monthly:

- Attend Christian Education Board meetings, as needed.

Hours required:

- 3-4 Sundays per month. September – May, from 9:30 am -11:30 a.m., plus one weekly hour of planning time. Class is held during the 10 a.m. service. No classes on monthly Intergenerational Sundays, 4th Sunday of the month.
- Salary: \$75/week. No salary for the 4th week of the month.

Background Checks: *

In accordance with the Parkview UCC Safe Church Policy, The CCEI will be required to pass a level 3-background check, which includes:

1. A signed covenant and self-disclosure form.
2. A complete background check by the Minnesota Bureau of Criminal Apprehension.
3. An FBI fingerprint check.
4. Training regarding the safe and ethical treatment of children and vulnerable adults.

* The employer covers all costs.

The following events and activities ARE NOT part of the functions and specific duties of the Children's Christian Education Instructor:

** Vacation Bible School * Christmas Program * Lenten Programming*

Vacation Bible School and Youth Lenten program may be optional hours that would be available at a negotiated hourly rate.

Begins in September 2017.

Parkview United Church of Christ is a progressive Christian community located in White Bear Lake, MN.

We are a church of 200 active members with a Sunday School program of 6-9 elementary age children.

We believe that a quality youth education and Sunday School program are vital to the future of Parkview.

Submit resume to: office@mnparkviewucc.org

Applications accepted until July 1 or until position is filled.