

**St. Paul's Episcopal and Trinity Lutheran
Part Time Sunday School Teacher and Coordinator
301 E. Stuart St., Ft. Collins CO**

Approximately 15 hours a month
Monthly Salary: \$375 for 12 months

St. Paul's Episcopal and Trinity Lutheran are seeking a Sunday School Teacher/Coordinator who will foster Christian Formation on Sunday mornings for children of St. Paul's and Trinity Lutheran age pre-school – 5th grade. The successful candidate for this position will be someone who connects well with children, enjoys teaching and is committed to creatively building the faith of children. The Sunday School Teacher/Coordinator will work closely with the clergy of Trinity and St. Paul's to identify and teach a curriculum that fosters age-appropriate faith formation.

Sunday School/Coordinator Responsibilities

- Work with clergy and Trinity's Faith Formation team to create the annual Sunday School calendar
- Plan and teach children on Sunday mornings
- Manage and oversee all details for Sunday School
- Create a welcoming, accepting and nurturing environment for children
- Communicate with parents and clergy of both congregations the Sunday School Schedule
- Attend three monthly 1 hour staff meetings (Meeting with clergy from Trinity and St. Paul's, Trinity's Faith Formation Meeting, St. Paul's All Staff Meeting)
- Share photos and communication about events with parents and communication person of each church
- Work with Leadership of both congregations to incorporate children into our Joint Worship Services (4 times annually)
- Arrange for substitutes if on vacation or ill
- Oversees and executes Vacation Bible School to take place during the summer. Chooses curriculum in conjunction with clergy and solicits adult and youth volunteers.
- Complete Safeguarding God's Children Workshop to ensure safe practices for Children's activities

Essential Skills and Background of our Sunday School/Coordinator

- Strong Christian committed to growing in faith. We do not expect the Sunday School Teacher to be Lutheran or Episcopalian but expect the Sunday School Teacher to be open to learning about the Episcopal and Lutheran Tradition.
- Experience and love working with children
- Outstanding people skills
- Demonstrated giftedness in relations with children
- Ability to teach
- Strong Organizational ability
- Excellent verbal and written communication skills

- Personal initiative; creativity and innovative thinking
- Wisdom to know how and when to set boundaries to protect self and individuals and the integrity of the Sunday School program

To apply please send resume, cover letter and references to the Rev. Felicia SmithGraybeal at rector@stpauls-fc.org.

For more information contact Deacon Katie Kline at katie@trinitylutheranfc.org or Rev. Felicia SmithGraybeal at rector@stpauls-fc.org.

Applications will be accepted until August 29. Start date would be the week of September 5.