

Sunday School Coordinator and "TWEENS" Sunday School Class Teacher

4.5 Hours per week.

3.5 hours on Sunday at Trinity Episcopal Church, Houston - 9:00 am to 12:30 pm,

1 hour during the week.

\$100 per week after taxes

The Coordinator creates a calendar of topics to be studied utilizing the Episcopal Children's Curriculum. A calendar should be prepared for the clergy and the parents. Additional information for the parents should also be sent home or given in advance so parents can discuss what happens in Sunday School with their child.

The Coordinator will communicate with volunteers and coordinate their availability through email and phone calls.

The Coordinator will send a weekly email. This is to build enthusiasm for the class and may include pictures if possible, to parents. A list of all children of appropriate age can be obtained from the office. This email will be sent to all parents of the children regardless of their level of participation.

The Coordinator will be the primary teacher of the TWEENS (3rd to 6th grade) class. The curriculum for this class should be prepared in advance and discussed with all assistants in the class in order to be effective when the children arrive.

Following the 10:30 am service, the Sunday School Coordinator will interact with parents, children, and parishioners during the hospitality hour in Fellowship Hall.

The Coordinator reports directly to the rector, another clergy member or the person designated by the rector.

The Coordinator shall be present each Sunday during the school year unless health issues arise or previously scheduled time off. The school year begins on the second Sunday of September and ends on the last Sunday in May. A replacement should be scheduled for time off, and in case of health issues, there should be a substitute list of available adults to be present and a lesson plan for the substitute to follow. There is flexibility regarding schedules during the summer months.

The Coordinator, teachers and assistants, including parents who assist in the class, must attend a Safeguarding God's Children Training and complete all requirements.