

St. Timothy, North Toronto

Position Description: Sunday School Superintendent

The Sunday School is a vital and vibrant part of the ministry of St. Timothy, North Toronto. The Sunday School meets during the 10am service each Sunday from early September to the end of May. The school currently has an enrollment of 30 children between the ages of 3 and 12, and an average Sunday attendance of 14. The school is served by 5 volunteers, who work along with the Sunday School Superintendent to offer creative and engaging programming that seeks to nurture Christian faith in an age appropriate manner and in a safe, friendly, and welcoming environment.

Supervision and Support

The Sunday School Superintendent reports to the incumbent, works in liaison with the Assistant Curate, who has overall responsibility for Children and Young Families, the youth coordinator and volunteers serving children and youth at St. Timothy's.

- Some funding will be provided for professional development opportunities linked to children's ministry.
- The parish will provide Safe Church training.
- The pastoral team will provide mentorship and support.

Duties and Responsibilities

Administration

- Assist the Assistant Curate in developing the Sunday School budget.
- Working with the Assistant Curate, select and order school curriculum and purchase school supplies.
- Organize and maintain supplies and curriculum
- Ensure appropriate set up of rooms
- Schedule volunteers.
- Track attendance and review with the assistant curate for pastoral follow up where necessary
- Submit short articles for the parish newsletter, *Timprint* on a quarterly basis.
- Submit a report to the Annual Vestry meeting and to the Advisory Board at least twice a year (January and May).

Promotion, Recruitment, Screening and Training

- Support the Assistant Curate in the recruitment and training of teachers.

- Support activities that ensure the visibility of our children within the parish (e.g. special events at the beginning and end of the school year, participation in special services (e.g. advent wreath))
- Work with the Assistant Curate on planning and implementation of special events.
- Be present to Messy Church (8 times a year)
- Maintain ongoing relationships with parishioners
- Keep the Assistant Curate informed of problems to be resolved.
- Inform the screening coordinator and rector of all volunteers needing screening.

Skills, Experience and Qualities Required

- The successful candidate must have a clean Vulnerable Sector Screening check (Police Records) as per Diocesan policy
- A capacity to articulate one's own faith in Christ.
- Creative, self-starter, works well on a team
- A capacity to work with resources for biblical teaching of young children
- Honours children and adults as vital parts of our community
- Experience of the Anglican Church of Canada and its ethos
- Qualifications related to children's work or experience in teaching children an asset.

Remuneration and hours

The remuneration will be \$22 per hour with a general expectation of approximately 4 hours per week in season. Any additional hours will be remunerated at the same rate. A great deal of the coordination work may be done by email / telephone. The coordinator will need to meet monthly with the assistant curate at a mutually convenient time and location. The superintendent will be invited to participate in the Parish weekend away in early February, expenses to be paid by the parish.

Letters of application and resumes should be sent to the incumbent (eric@sttimothy.ca) by December 16th. Starting date by mutual agreement.