

Title: Church School Teacher (CST) and Church School Assistant (CSA)

Responsible to: Church School Coordinator (CSC)

Responsible for: children age 3 (toilet trained) up to Grade 5
(Number of children in class at the discretion of the church school coordinator and Convenor of CYFM)

Main Goal: To introduce the children to our God and Saviour and to lead them into a lifelong relationship with Jesus Christ

General summary:

The CST will oversee and facilitate the teaching and care of children in these grades. This will include arriving early before class time, preparing classroom activities, stories and songs and ensuring all necessary supplies are available. The teacher will be responsible for recording attendance, taking up offering, memory work and caring for the children and nurturing faith in children. The CSA will assist the CST in any way that is necessary.

Roles, Responsibilities and Tasks (CST and CSA):

- Maintain a vital spiritual life
- Pray with children at church school and for the children on a regular basis
- Maintain confidentiality unless a child is in danger
- Participate in events and activities that develop leadership skills
- Ensure that the safety procedures presented in orientation are followed
- Tidy up classroom at the end of the morning
- Follow washroom procedures as stated in Leading With Care manual section 4.12.2
- Maintain assuring and friendly relationships with the children's parents

Roles, Responsibilities and Tasks (CST Only):

- Plan and teach age appropriate bible stories and activities as per curriculum
- Maintain open lines of communication with the CSC and the CSA
- Maintain accurate records of attendance
- Attend teachers' meetings
- Advise the church school coordinator of his/her absence.
- Stand at the back of the church during the children's sermon and usher the children downstairs

Gifts, Skills, Experience and Qualities:

- Church School Teacher: an adult member or an adherent of Knox who has previously professed faith in Jesus Christ as Lord and Saviour
- Church School Assistant: a teen adherent or member of Knox who is beyond Grade 8
- Gift of teaching, time management and organizational skills
- Compassion for children
- Patience and sensitivity to the needs of children
- Creativity in teaching

Screening Procedure:

In accordance with the Leading with Care policy of the Presbyterian Church in Canada, screening of adults involved in ministry with children and youth includes the acceptable completion of the following: a teacher/leader form, a group interview and a Police Records Check. In the case of new applicants, a reference check is also required and the group interview is replaced with an interview by the CSC and the Convenor of CYFM (The minister is always consulted by the elder responsible before the screening process begins.)

Orientation and Training: (list all training courses)

- Mandatory orientation program including Leading with Care
- Fire, safety and emergency procedures
- CYFM meetings
- Teachers' meetings
- Other training as required

Support, Supervision and Evaluation:

As a support to the teacher and assistants of each class, Knox Presbyterian Church will provide monthly visits or communications by the CSC, self-evaluation opportunities at training events and regular prayer.

Schedule and commitment:

Team teaching or with the help of an assistant on a rotation basis from September to June
Attend worship services regularly