

Job Description for Godly Play Coordinator

(10 month position from Aug 2021 - May 2022)

Time commitment:

Estimated 5 hours average per week

Responsibilities

- Recruit Godly Play teachers and other leaders as needed to conduct Godly Play gatherings on a weekly basis (except for breaks and holidays) from September through May
- Arrange for training of continuing and new teachers/assistants as needed
- Arrange for Safe Church training of continuing and new teachers/assistants (sexual misconduct prevention)
- Maintain schedule of Godly Play lessons, teachers, substitute teachers, and other program assistants
- Meet with the teaching team and staff quarterly to evaluate the program and determine evolving needs
- Arrange the Godly Play learning space, and oversee the purchase and/or preparation of learning materials as needed
- Perform other duties as needed to ensure healthy functioning of the program

Compensation

\$500/month stipend

Requirements

- Familiarity with the faith and practice of the Episcopal Church or other Christian liturgical tradition (e.g., Lutheran, Roman Catholic)
- Experience teaching or leading elementary school-aged children
- Strong verbal and written communication skills; interest in the spiritual development of children; demonstrated abilities to recruit volunteers and lead programs
- Competency in use of video conferencing technology such as Zoom and social media to build community and facilitate communications
- Safe Church training (may be completed after hire)
- Implementation of Safe Church “best practices”
- Background check (to be completed before hire)

Support and Supervision

- Hiring supervisor: The Rev. Sarah Phelps, Rector; Direct supervisor: The Rev. Amanda Bourne, Curate
- Program Support: Curate and Christian Formation Committee (Children & Families task force)

To apply, please send to The Rev. Sarah Phelps, Rector (rector@stjohnswf.com):

- An email/letter stating your interest and relevant experience
- Two employment references with contact information