

St. James' Anglican Church, Kingston

Name of Position	Children's Ministry Intern (Children's Church Teacher)
Purpose	<ul style="list-style-type: none"> • To form children in the Christian faith by providing age-appropriate and enjoyable learning experiences in collaboration with the other members of St James' Children's Ministry team. • To ensure that the children who attend the church are introduced to the Good News of Christ in a safe, friendly, and welcoming environment where children can know the love of God and be spiritually nurtured through caring relationships within the St James' community.
Setting	St James is a vibrant Christian church for all ages conveniently located on the Queen's University campus.
Benefits & Opportunities:	<ul style="list-style-type: none"> • Serve God and get paid at the same time! • Excellent opportunity to gain experience related to your career goals (eg. education, social work, pediatrics, psychology, early childhood education etc.) • The joy of learning from and being with children • Meeting new people • The satisfaction of seeing the spiritual growth and development of children • Opportunity for personal growth. Learn more about your faith by teaching and living it than you would ever learn simply by being in church! • References based on performance to assist you on next phase of your education or career journey.
Population Served:	Primarily, Kindergarten to grade 6 students as well as their parents/caregivers.

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<p>Pre-Requisites Required before Deployment</p>	<ul style="list-style-type: none"> • An acceptable result on a Vulnerable Sector Police Records Check (The church will reimburse you for any costs incurred). • Attendance at a Sexual Misconduct Awareness workshop (offered by the regional office of the Anglican church) or a parish-based session offered by the <i>Coordinator of Children & Youth Ministries</i>. (Time spent at this mandatory abuse prevention session will count as paid time).
<p>Term of Office & Time Commitment</p>	<ul style="list-style-type: none"> • Normally 2.5 hours per week (1 hour preparation plus 1.5 hours at church) on each Sunday the intern is scheduled to teach) during the academic year-- September to April. • Interns are expected to be available and onsite on Sunday mornings when they are scheduled in time to arrange the teaching space and put out any needed materials before the 10:30 a.m. service begins and no later than 10:15 a.m. • Sunday Morning work time includes the first part of the 10:30 a.m. worship service, the Children's Church lesson (40-45 minutes), and the closing part of service as well as the time needed to clean up and put away any materials. • Interns are most welcome to come to the coffee hour immediately after the service, but they will not be paid for this social time. • From time to time, as determined by the <i>Children & Youth Ministries Coordinator</i> in consultation with the <i>Children's Church Coordinator</i>, interns may also be scheduled to work at special children's ministry or inter-generational events that are held at other times on weekends, PA days or evenings. Interns will be paid for their hours spent preparing for and working at such occasional programs and should record these hours on their

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	<p>monthly time sheet along with their regular Sunday hours.</p> <ul style="list-style-type: none">• The intern will also be compensated for additional time spent to attend required Children's Ministry Team meetings; team building and/or spiritual development meetings with other interns; and/or required training.• The <i>Children's Church Coordinator</i> is responsible for scheduling interns and adult volunteer teachers and assistants for the Children's Church Sunday morning program.• Interns will not be required to work Thanksgiving Weekend, during the Christmas break, during Queen's December and April exam periods or Queen's fall and winter term reading weeks. However, if interns are in Kingston during these periods and would like to work (for example, between exams or on the Sundays before or immediately following reading week before classes resume, they should inform the <i>Children's Church Coordinator</i> so that she can factor their availability in when setting up the weekly roster.• If an intern needs to change the date on which they are scheduled due to their academic requirements (for example, they have a mid-term) they will need to trade dates with another intern or adult volunteer teacher.• Normally, the preparation time needed by interns to deliver the Children's Church program on Sunday morning or for any additional work that may be assigned to them can be scheduled by them in keeping with their school and other commitments. However, if the interns are working on a task or project which necessitates them being on site at
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	<p>St. James Anglican Church or another church, whenever possible these in-person hours will be scheduled on a day when either the <i>Children and Youth Ministry Coordinator</i>, a church staff member or another intern is also able to be present.</p>
<p>Supervision & Support</p>	<p>Interns report to the Rev. Lisa Chisholm-Smith (St. James' <i>Children & Youth Ministries Coordinator</i>) for all contract, payroll, and human resources issues and requirements including a final debrief and feedback meeting near the end of the winter term. The <i>Children and Youth Ministries Coordinator</i> also orients the intern(s) at the beginning of their deployment.</p> <p>Deacon Lisa Chisholm-Smith is a part-time staff person and ordained minister who also serves as the Anglican Chaplain at Queen's (out of an office at St. James).</p> <p>Interns will report to Jennifer Jones (St. James' <i>Children's Church Coordinator</i>) for issues arising during a specific Sunday morning session; questions related to the curriculum, teaching methods, and scheduling.</p> <p>Jennifer Jones is an experienced Sunday School teacher, recently retired public-school teacher, and church volunteer. On most Sundays, she will also be teaching one of the Children's Church classes and so will be available to consult with and problem solve on the spot, as needed.</p> <p>Lisa Chisholm-Smith (St. James' <i>Children and Youth Ministry coordinator</i>) is also normally on site at St. James on Sunday mornings and fills in as a Children's Church teacher or class assistant when needed. However, she serves as deacon in the 10:30 a.m. service approximately twice a month and serves as <i>Anglican Chaplain at Queen's and Campus Minister</i>. So, if you would like to meet with her, it is best to set up</p>

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	<p>a mutually convenient time to meet either on Sunday after the 10:30 a.m. service or during the week.</p> <p>St James' will provide:</p> <ol style="list-style-type: none"> (1) Curriculum materials as a guide to make teaching fun and to stimulate your own spiritual and intellectual growth as well as the children's. (2) A well-stocked supply cupboard of arts & crafts materials. (3) Clean, age-appropriate classroom space.
<p>Skills, Experience and Qualities Required:</p>	<p>The successful applicant will be:</p> <ul style="list-style-type: none"> • A practicing Christian affiliated with a denomination that is part of the Canadian Council of Churches or other church denomination acceptable to St. James. Not necessarily an Anglican. • Able to articulate and model a maturing personal Christian faith. • Dependable <p>The successful applicant will have:</p> <ul style="list-style-type: none"> • Ability to relate to children and understand their learning abilities. • An understanding of themselves as a Christian role model • A willingness to work with the curriculum/resources provided and to accept direction from both St. James' <i>Children's Church Coordinator</i> and the <i>Children & Youth Ministries Coordinator</i>

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	<ul style="list-style-type: none"> • Strong organizational and time management skills • Good communication and teaching skills <p>Assets:</p> <ul style="list-style-type: none"> • Previous experience working with children and youth in a Christian setting. • Musical ability to teach and lead songs or play accompaniment. • Drama or film experience
<p>Duties and Responsibilities:</p>	<p><u>Core Duties</u></p> <ul style="list-style-type: none"> • Plan and prepare lessons based on curriculum or direction provided. • Select creative quality activities that relate scripture lessons to life situations faced by the students and ensure that activities are suited to the age group and interests. • Conduct lessons and supervise a group of children in either older class (ages 9 – 12) or younger class during Children's Church on Sunday morning. • Ensure an appropriate classroom set up and return the room to its previous form after the class is finished. • Inform the <i>Children's Church Coordinator</i> and/or <i>Children & Youth Ministry Coordinator</i> and parent/guardian (when appropriate) if any concerns or issues arise during class. • Assist/help plan/lead other Children's Ministry or Family Ministry activities (e.g. Christmas pageants, picnics and other special events) when scheduled. • Schedule permitting attend Children's Ministry Team meetings and/or occasional meetings of the Children, Youth and Family Working Group • Participate in any required team

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	<p>building and spiritual development sessions for student interns and the required pre-deployment training session</p> <ul style="list-style-type: none">• Track and review attendance on Sunday mornings and at other children or family ministry activities
Limits of the Position:	<p>Children's Ministry Interns will serve according to established policies, practices and guidelines of the Anglican Diocese of Ontario and St. James Anglican Church, Kingston and as members of the parish Children's Ministry Team.</p> <ul style="list-style-type: none">• Teaching normally takes place only in predetermined class settings in the church building or on its grounds on Sunday mornings.• On Sunday mornings, the <i>Children's Church Coordinator</i> will usually be on site to provide immediate oversight for the Children's Church program.• St. James' <i>Children and Youth Ministries Coordinator</i> is also normally on-site Sunday mornings (see above). In the event of a serious incident or emergency both coordinators should be contacted.