

St. James' Anglican Church, Kingston

Name of Position	Children's Ministry Intern (Children's Church Teacher)
Purpose	<ul style="list-style-type: none"> To help 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 (i.e. education, early childhood education, social work, pediatrics, psychology, 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 in the next phase of your education or career journey.
Population Served:	Primarily, kindergarten to grade 6 students as well as their parents/caregivers. However, occasionally we also have toddlers or infants and their caregivers join us.

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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 3 hours per week when the intern is scheduled to teach or assist on Sundays during the academic year-- September to April. • These three hours include: <ol style="list-style-type: none"> (1) 1 hour preparation for the <i>Children's Church</i> lesson in advance (2) 1.5 hours on site at the church (3) an additional half an hour to cover either extra prep time in advance or extra time required on site (for example, for clean-up) as needed on an ongoing basis. • When scheduled, Interns are expected to be on-site Sunday mornings no later than 10:15 a.m. so they can check-in with the Lead Teacher (or their designate), arrange the teaching space and put out any needed materials before the 10:30 a.m. service begins. • Sunday Morning work time includes set-up from 10:15 a.m., the first part of the 10:30 a.m. worship service, the <i>Children's Church</i> lesson (40-45 minutes), and the closing part of service as well as the time needed to clean up and put away any materials. • You are invited and most welcome to come to the coffee hour immediately after the 10:30 am service and/or to come to any of the social activities that St. James offers periodically (for

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	<p>example, Soup & Bread lunches on select Sundays, Soup-to-Go events and Student Dinners during exams for post-secondary students. St. James also warmly welcomes you to participate in any of our other worship services, bible studies or other activities. However, interns will not be paid for these social times or any time they choose to spend at other parish programs or activities which aren't required for their work.</p> <ul style="list-style-type: none">• From time to time, as determined by the <i>Children & Youth Ministries Coordinator</i> in consultation with the <i>Lead Teacher</i>, interns may also be scheduled to work at special children's ministry or inter-generational events that are held on weekends, PA days or weekday evenings. Interns will be paid for their hours spent preparing for and working at such occasional programs and should record these hours on their monthly time sheet along with their regular Sunday hours.• The intern will also be compensated for additional time spent attending required Children's Ministry Team meetings; team building and/or spiritual development meetings with other interns; and/or required training.• The <i>Children & Youth Ministries Coordinator</i> is responsible for scheduling interns and adult volunteer teachers and assistants for the Children's Church Sunday morning program.• Interns will <i>not</i> be required to work on 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
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	<p>like to work (for example, between exams or on Sundays before or immediately following reading week before classes resume, they should inform the <i>Children & Youth Ministries Coordinator</i> so that she can factor their availability in when setting up the roster.</p> <ul style="list-style-type: none">• If for any unexpected reason (e.g. illness, snowstorm, cancelled return flight, etc.) an intern realizes on short notice that they won't be able to make the shift they are scheduled for, they <i>must</i> contact the <i>Lead Teacher</i> immediately (or if the <i>Lead Teacher</i> is away or unreachable, the <i>Children & Youth Ministries Coordinator</i> instead).• From time to time due to academic or serious conflicts an intern may wish to change the date on which they are scheduled. In this case, they should contact the C&Y Coordinator to request a scheduling change for the date that they have a conflict with. Such requests should be made as far in advance as is possible given the circumstances. If permission for the change is given, the intern may need to make their own arrangements to trade dates with another intern or adult volunteer teacher and inform the C&Y Coordinator who will be covering their shift. Academic or serious conflicts may include a mid-term or exam scheduled close to their shift; participation in an academic conference or forum, training or special family event like a wedding, etc.).• If interns are performing their duties well and make mutually agreed upon arrangements in advance, they may request up to 1 Sunday off per month (not including the exam periods).• Normally, the preparation time needed by interns to deliver the Children's Church program on Sunday morning or
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	<p>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 St. James Anglican Church or another church setting, 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>
Supervision & Support	<p>Interns report to the Rev. Lisa Chisholm-Smith (St. James' <i>Children & Youth Ministries Coordinator</i>) for all contract, payroll, scheduling and human resources issues and requirements: including a final debrief and feedback meeting near the end of the winter term. Both the <i>Children and Youth Ministries Coordinator</i> and the <i>Lead Teacher</i> help to orient 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 the <i>Lead Teacher Jennifer Jones</i> re: issues related to specific Sunday morning sessions, curriculum, and classroom management questions.</p> <p>Jennifer Jones is an experienced Sunday School teacher, recently retired public-school teacher, and church volunteer. Most Sundays, she will also be teaching one of the <i>Children's Church</i> classes and so will be available to consult with and problem solve on the spot, as needed. However, she does get one Sunday off per month so in her absence, interns will report to a designated teacher (or C&Y Coordinator) for that week.</p>

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	<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 1-2 times per month and has other Sunday responsibilities 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 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, which function as a guide offering suggested activities and prayers to incorporate into your lesson plan. However, you are encouraged to use your own creativity and ideas as well to make your teaching fun and engaging so that it stimulates your own spiritual and intellectual growth as well as the children's. (2) A well-stocked cupboard of art & craft 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

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	<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>Lead Teacher</i> and the <i>Children & Youth Ministries Coordinator</i> • 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 or youth in a Christian setting (i.e. at Sunday School, camp, youth group, etc.) • 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. • Facilitate the lessons and supervise children during the Sunday morning session. Currently, Children's Church opens with all ages present. If enough older and younger children are present, then the group splits into a younger and older class for the rest of the session. Otherwise, Children's Church functions as a single one-Room (all ages) class. • Ensure an appropriate classroom

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	<p>set-up and return the room to its previous form after the class is finished.</p> <ul style="list-style-type: none"> • Inform the <i>Lead Teacher</i> and/or <i>Children & Youth Ministries 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 other related church meetings • Participate in any required orientation, training, team building and spiritual development sessions for student interns as well as the required pre-deployment training session • Track and review attendance on Sunday mornings and at other children or family ministry activities as needed.
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>Lead Teacher</i> will usually be on site to provide immediate oversight of 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 immediately.