

Position: Monroe Street United Methodist Church is seeking a part-time Children's Church Leader

Send resume to: [jobs@monroestumc.com](mailto:jobs@monroestumc.com)

Hours and Compensation: 8-10 hours per week at \$17 per hour. The position is part time and does not qualify for any benefits, sick days, vacation days or holidays. Commitment for all Sundays throughout 2026. A 12-month commitment with possibly to renew.

**Job description:**

1. Key Responsibilities

- a. Lesson Plan & Delivery: Develop and implement interactive lessons using approved curriculum. Work with the Spiritual Formation Team to identify curriculum.
- b. Classroom: Maintain a positive, inclusive and secure learning environment, following all church safety protocols and Safe Sanctuaries policy.
- c. Administration:
  - i. Plan and lead training for Safer Sanctuaries policy.
  - ii. Take attendance, supervise before service, during service and dismissal after Children's Moments to class rooms.
  - iii. Maintain a list of teachers and all volunteers.
  - iv. Manage supplies.
  - v. Keep classrooms tidy.
- d. Recruit and Train: Sunday school teachers and other volunteers.
- e. Communication: Communicate with parents/caregivers, teachers, volunteers and church leadership on a weekly basis.

2. Tasks:

- a. Hours: Sunday Mornings 9 am – noon.
- b. Secure classroom teachers and volunteers on a monthly basis and following up with them during week to confirm schedule.
- c. Work with MSUMC Spiritual Formations Team and Pastor to select and establish curriculum
- d. Participate in continuing education in Safer Sanctuaries and Methodist Children's Church curriculum and pedagogy.
- e. Recruit teachers and volunteers, support them to complete the Safer Sanctuaries training, obtain a BCI/FBI background check, and maintain a current roster.
- f. Secure classroom teachers and volunteers on a monthly schedule and follow up with them during week to make sure they are attending.
- g. Establish basic lesson plan/schedule to be used in the classrooms, and educate teachers and volunteers on it.
- h. Provide lesson plan and curriculum to teachers at least one week prior to teaching.
- i. Work with teachers and volunteers to build on their gifts and knowledge, supporting and incorporating their ideas into the curriculum.

3. Sunday mornings, 9 am-noon (or 9:15-12:15):
  - a. Strong personal faith and commitment to the church's belief.
  - b. Set up classrooms, curriculum materials, and snacks.
  - c. Greet children as they enter the sanctuary with parent-caregivers and checking children into Children's Church during this time.
4. 4-5 hours during week
  - a. Remaining tasks on list above

**Requirements:**

1. High School Diploma and or GED.
2. Effective verbal and written communication skills.
3. Experience with *creating and administering* a children's church/Sunday school or comparable program, including the administrative and legal details.
4. Willingness and ability to work with Spiritual Formation Team to identify curricula and to review/critique it to select curriculum consistent with MSUMC's mission.
5. Live within 20 miles.
6. Availability to commit to all Sundays through 2026.
7. Understanding that this is a 12-month position, possibly renewable.
8. Completion of Safer Sanctuaries training and current BCI/FBI Background Check on file with the church.

Church Website: [www.monroestreetumc.com](http://www.monroestreetumc.com)