

Memorial Church - Harvard University

Job Description: Church School Teachers

Purpose:

The Memorial Church of Harvard University welcomes the involvement of our community's young people and their families. In addition to multigenerational worship services, we also provide Church School for children ages 3 through 14. The program is part of a nurturing Christian environment that strives to honor the intelligence, creativity, and diversity of the children in our care. Church School staff are also dedicated to health and safety of all our children and members of our Church Community.

Our curriculum is age-appropriate and carefully planned to meet the spiritual, emotional, and cognitive needs of each child, nurturing a faith that can stretch and grow throughout maturity. Our pedagogy and environment are centered around the theme of love. It is our desire foster a space where children know they are loved.

Responsibilities:

- To be responsible for the wellbeing and safety of each child in your class
- To ensure that you are prepared to teach each Sunday
- To nurture each child in your class
- To follow the curriculum assigned for the class
- Report to supervisor of Church School, Rev. Jones
- To attend meetings when scheduled
- To complete Youth Protection (Working with Minors) Training Online for Harvard
- To attend Safety Training (i.e. fire safety)
- To spend time prior to your teaching lesson in preparation (at least one hour)

- To arrive on time Sundays, at least 40 minutes in order to set up and welcome any children or families who may arrive
- To attend worship service before children are dismissed for Church School
- To be present for special services on the liturgical calendar (i.e. Easter)

What the Memorial Church Offers:

- Rev. Jones, along with the ministerial team and staff, will be available for support, consultation, problem solving, spiritual care, assistance with youth, etc.
- Curriculum materials (arts and crafts) that necessary for exciting and fun teachings
- Teacher training
- Closet with supplies
- Space for teaching
- Space to grow as a teacher and youth leader
- Church School Instructional Calendar
- Space to be a part of a faith Community that includes a diversity of beliefs and backgrounds – all centered in love
- A space to imagine

Time Commitment:

- To teach each Sunday during term (excluding school breaks) - Usually two hours each Sunday
- 1 hour preparation at home
- Some teacher outings and meetings (usually one hour)
- With special Services such as Easter, students may be there from early morning to early afternoon. We usually provide breakfast.
- Overall, 3 to 4 hours each week (exceptions will be approved by Rev. Calvin Jones)

If you are interested in applying for this position, please email your resume to The Rev. Calvin T. Jones, Assistant Minister in the Memorial Church at Harvard, @

calvon_jones@harvard.edu. If you are considered, you will receive an invitation for a round of interviews.