

Community Congregational Church UCC of Benicia (CCCUCC) – 12/7/24

Contact: personnel@cccucc.org

Sunday School Teacher Job Description

Duties: The Sunday School teacher will be responsible for planning and leading lessons for a class of multi-aged children during Sunday morning worship services. Lesson materials need to be consistent with our church's mission and beliefs. A church adult volunteer will also be present to assist.

Age groups: Children may range in age from toddlers up to middle school. The typical number of children range from 1 to 10 children but may be more or less. Current structure of the class is a "one-room school" encompassing all ages in this group.

Compensation: Hourly wage is \$60.00 per Sunday (\$30.00 per hour) regardless of child attendance. **Hours:** Work hours will be from 9:30am to 11:30am. A timesheet will need to be maintained and submitted to the office manager at the end of each shift. Payroll is every 2 weeks and payment is via direct deposit. The church will pay for workers compensation insurance, state unemployment insurance and the federal employer social security and Medicare contributions. Sick time is accrued at one (1) hour per 30 hours worked. The position is part-time and does not qualify for vacations or holidays. Personal time off is negotiable as needed and not paid.

Desirable skills and qualifications

- High School diploma or equivalent
- Previous experience as a Sunday School teacher or public-school teacher
- Song leading skills
- Story telling
- Familiarity with United Church of Christ

Background check: Employment at CCCUCC is contingent upon satisfactory ~~consumer~~ background check (paid for by CCCUCC)- California AB506 requires Livescan DOJ & FBI background screening and satisfactory completion of mandatory reporter training (all paid for by CCCUCC).

Supervision: Supervision will be by a pastor of the church and Chairpersons of the CE Committee and the Personnel Committee. Payroll services are handled by the treasurer.

Emergency or medical conditions: In the event of an emergency or medical condition, the parent(s)/guardian attending the worship service will be immediately notified by the teacher or the church volunteer.

Facilities: Child supervision will begin in the sanctuary in the area designated for children, then will transfer to the CE Building, playground, etc. Children cannot be taken off church property.

Reimbursement for extra expenses: The teacher will be reimbursed by CCCUCC for any approved curriculum and additional classroom expenses, such as toys or supplies. These costs or any such anticipated expenses should be discussed and approved by the pastor and CE chairperson.

At-will statement: Employment at CCCUCC is employment at-will. Employment at-will may be terminated at the will of either the CCCUCC or the employee. Employment may be terminated with or without cause at any time by the employee or CCCUCC. Terms and conditions of employment with CCCUCC may be modified at the sole discretion of CCCUCC with or without cause and with or without notice.

In the event of resignation by the childcare provider, CCCUCC requests 2 weeks advance notification.

From our website www.cccucc.org: "We are an [Open and Affirming Congregation](#), welcoming YOU, whoever you are, no matter what. We believe that God made each one of us, and loves us all, and so we do our best to love one another. It doesn't matter how much money you have, what color your skin, whether you are gay or straight, old or young, male or female. We make every effort to be a beautiful rainbow-inclusive diverse community." It is important that lessons be consistent with our church's mission and diversity.