



## **Williston Federated Church**

*An Open and Affirming, Reconciling Congregation  
Come, Meet Christ, Go Serve with Us*

**Position:** Williston Federated Church Sunday School Coordinator

**Position Description:** Plan and supervise Sunday school for children aged four years through eighth grade. Recruit, train and support teachers and other volunteers in the Sunday school program and assist with teaching when needed. Serve as a consistent and welcoming presence on Sunday mornings.

**Employment Status:** Part-time, hourly.

**Job Qualifications:**

- Must be at least 21 years of age and meet all requirements outlined within the Church's Safe Church Policy, including a criminal background check.
- Prior experience working with children or youth preferred.
- A commitment to the Christian faith and ability to model Christian practice.
- Willingness to work every Sunday morning when Sunday school is in session.

**Principal Duties:**

- Recruit, train and support Sunday school teaching volunteers.
- Assist with teaching Sunday school when needed.
- Welcome new families and supervise Sunday school registration.
- Assist the Education committee with special programs, such as fall kick off, Christmas pageant, Mardi Gras brunch and various mission programs.
- Attend monthly meetings of the Education committee.
- Optional duties may include facilitating parent discussion groups and coordinating summer vacation bible school.

**Individual Job Considerations:**

- **Hourly wage:** \$20.00 per hour.
- **Work Hours:** An average of five hours per week, including Sunday mornings from 9-11:00 AM with 3 hours of preparation time, for 40 weeks of the year from September through mid June. Work hours and duties may be adjusted by mutual agreement between the Education committee and the employee.

**Who We Are:** United Church of Christ and United Methodist Church, federated in 1899, located in the village of Williston. Williston Federated Church is an Open and Affirming, Reconciling church. Learn more at <https://www.steeple.org>.

**Contact:** If interested in this position, or with any questions, please contact Sara Moran at 802-373-1937 or by email at [sbradleymoran@yahoo.com](mailto:sbradleymoran@yahoo.com)

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