

Church of Corpus Christi
ROSEVILLE, MN

Position Description

Position Title: Sunday School Assistant

Date: Jan. 10, 2022

FLSA Status: Hourly Nonexempt

Reports to: Pastor, Director of Lifelong Faith Formation

Provides Work Direction to: Volunteers

Receives Work Direction from: Pastor, Director of Lifelong Faith Formation

This Position is: Part-time for the 2021-2022 school year. Average of 3 hours per week, including Sunday mornings.

Job Purpose

Work collaboratively with staff to assist with formation programs for students. This position focuses on Faith Formation programs for PreK-Grade 5. Seek to draw people in to the life, mission, and work of the faith community.

Representative Responsibilities

1. Assist with the following:
 - Sunday School – PreK - Grade 5
 - Assist with Sunday School program for PreK-Grade 5
 - Be present on Sundays, and provide resources to teachers, maintain supplies
 - Nurture and support teachers and substitutes
2. Provide assistance or backup, as agreed upon, for the following:
 - Sacramental Preparation - First Reconciliation and First Eucharist
 - Help on the weekend when First Reconciliation is happening if available
 - Help on the weekend of First Eucharist mass in the spring if available
3. Administration
 - Help maintain records for attendance
 - Communicate with Sunday School parents as needed. Director of Faith Formation will assist with family communication during weekdays and with all general communications about the programs.
 - Stay in communication with the Director of Faith Formation on program status, and convey information that needs to be passed along to families.
 - Coordinate with Director of Faith Formation when needed on administrative issues that might arise with Sunday School - special circumstances with students, etc.
 - Help assure compliance with Safe Environment standards for youth and volunteers.

General Responsibilities

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that can embarrass the church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

Other Responsibilities: May include other responsibilities identified by you, the employee, as needed for the successful completion of the main duties. These would be approved and/or assigned by the supervisor. The responsibilities listed above are representative of the job.

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job.

Signature Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature Date

Job Qualifications

Experience relating effectively with youth and adults, especially in a parish setting.

Successful completion of background check is required.

Applicants must be at least 17 years of age.

Required Skills

Possess communication and organizational skills.

Ability to work well with other staff members, volunteers, adults, parents, youth.

Able to work weekends.

Lift and move using proper techniques up to 15 pounds.

Walk up and down stairs.

Be a practicing Catholic with respect for Catholic traditions and values.