

JOB POSTING:
The Episcopal Church of Our Saviour, Mill Valley
Sunday School Coordinator

[Church of Our Saviour, Mill Valley](#), is offering a special opportunity for a dynamic leader who loves working with children to assume the leadership of a robust and well-managed Sunday School program for Pre-School - 6th Grade. The program, which is at the heart of the church's family offerings, was developed as a model program for the Bay Area and has in the past received a 3-year grant from the California Diocese. The position is 15 hours per week with extremely flexible hours.

Overview:

Founded in 1892, Church of Our Saviour is an active, growing Episcopal congregation in the heart of Mill Valley. At the foot of Mt. Tamalpais in the San Francisco Bay Area lies the town of Mill Valley, a delightful combination of the old and the very new. It is a place where kids still ride their bikes to school and walk the sidewalks without need of adult oversight. It has a burgeoning, award winning public school system serving large demographic of families with young children.

Church of Our Saviour offers a very popular Sunday School program using the internationally recognized [Godly Play](#) curriculum for its younger children, ages 3 ½ - 3rd Grade, and more advanced Godly Play and other materials for 4th-6th Grade. The programs, established over seventeen years ago, is fully up and running and attended regularly by over twenty families each Sunday. The families who attend comprise an active and growing group within the church.

Church of Our Saviour is currently seeking a paid Coordinator to manage and teach in this Sunday School program. Classes are given during the school year (September–May) in three classrooms. We make Godly Play training and published tools readily available to the Coordinator. Over two-dozen teachers and classroom volunteers of the parish help teach, staff, and maintain the classrooms.

Coordinator Qualifications:

- Dynamic Leader, skilled in working with children and their families
- Creative problem-solver
- Strong verbal and written communication skills
- Demonstrated faith in Christ and appreciation for working in a church community
- Ability to collaborate effectively with other church staff members and rector
- Prior experience with Godly Play or Sunday School teaching desired; knowledge of the Episcopal Church a plus
- Must have access to a car or live in Mill Valley

Overview of Hours and Compensation: The Coordinator position is an hourly position budgeted at up to 15 hours per week, including 3 hours on school-year Sundays, with the exception of the first Sunday of every month. Compensation is \$25 per hour, negotiable based on experience.

Hours in Detail: During the school year, the Coordinator focuses on maintaining weekly operation of the three Sunday School classrooms, learning Godly Play and other lessons, supporting the volunteer teachers, and program promotion. The Godly Play Coordinator is required to be present from 9:00AM – Noon every Sunday during the school year except the first Sunday of each month. Their remaining weekly hours can be implemented on a flexible schedule, including working from home.

During the summer, this position concentrates on planning the subsequent school year program, recruiting and training additional program volunteers, and upgrading the program's physical resources. This work can be done in a more concentrated period or spread over regular weekly hours throughout the summer. Sunday attendance is not required during the summer.

Godly Play Coordinator Objectives:

1. Provide excellent Sunday School education using the Godly Play curriculum for students ages 3 ½ years -3rd Grade and Godly Play and other materials for students in 4th-6th Grade ("Faith Quest"). Includes collaborating with Youth Minister to support the continuation of religious content as children move into adolescence.
2. Partner with church staff to continue growing the community of families by organizing relevant events and promoting church offerings beyond the church.

Detailed Coordinator Responsibilities:

School Year Management: Sept.-May

- Teach classes (3 Sundays per month)
- Manage volunteering staffing
- Maintain classroom readiness
- Promote program through parent and parish communications
- Serve as primary point of contact for religious education for new parish families with young children

School Year Preparation: June-Aug (flexible schedule)

- With Rector, develop curriculum for upcoming school year
- Create and post schedule of classes using Sign Up Genius
- Recruit and train classroom volunteers
- Clean and repair classroom materials
- Maintain student database (Google Docs)

Program Development and Promotion: All Year

- Oversee major classroom improvements
- Build new classroom materials / write new story scripts
- Attend or host Bay Area Godly Play Best Practices meeting
- Attend advanced Godly Play training
- Represent Sunday School program at Church of Our Saviour Youth and Family Ministry Team monthly meetings
- Document / photograph Sunday School activities and promote through parent and parish communications

Reporting / Contacts:

The Sunday School Coordinator will report directly to the Rector, Church of Our Saviour, The Reverend Brother Richard Edward Helmer.

This position will also work closely with the Youth Minister, Rev. Gerry Caprio, who is responsible for religious education programs for Middle and High School students, and represent Godly Play and Faith Quest classes on the church's Youth and Family Ministry Team, comprised of staff and volunteer leadership.

This position will also represent Church of Our Saviour within the Bay Area Godly Play Community at Best Practices meetings, etc.

Job Contact:

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