

St. Mary's-in-Tuxedo

Sunday School Teacher (Part-Time)

Position Description

St. Mary's-in-Tuxedo is a historic Episcopal church located within the gates of the charming village of Tuxedo Park, New York. The church is the spiritual heart of the community, primarily serving Tuxedo and Sloatsburg, though drawing members from the greater area.

The Sunday School Teacher is a part-time role that reports to the Rector and is accountable for delivering engaging, age-appropriate, Bible-based lessons, fostering a safe and welcoming spiritual environment, managing the classroom, building relationships with children and parents, and supporting church activities, all while embodying Christian principles and ensuring Christian formation through teaching God's Word. Key duties include lesson planning, leading interactive activities (crafts, music, skits), maintaining discipline, managing childcare assistants, and communicating with parents.

Responsibilities

Specific responsibilities include:

- **Lesson Preparation & Teaching:** Develop and teach Bible-based lessons using Episcopal church curriculum and provided materials, incorporating storytelling, crafts, and music.
 - Coordinate with parent volunteers who are musicians.
 - Communicate with the Parish Administrator to order needed supplies and crafts.
 - Manage paid childcare assistants so that younger and older children may be learning simultaneously in two separate groups.
- **Classroom Management:** Create a positive, safe, and inclusive atmosphere, managing behavior effectively and keeping the area tidy.
- **Student Engagement:** Encourage participation, build relationships, and adapt teaching to diverse needs, potentially including leading service opportunities.
- **Parent & Church Collaboration:** Communicate with parents about progress and support church events and fellowship activities.
- **Administrative Duties:** Take attendance, track progress, and ensure timely setup and cleanup of the classroom.

Qualifications

Specific requirements include:

- Strong communication and interpersonal skills.
- Understanding of biblical principles and a passion for instilling ethics/values in children.
- Knowledge of Episcopal traditions/liturgy is a plus. Musical knowledge is a plus.
- Ability to motivate and work harmoniously with others.
- Faithfulness, dependability, and a love for children.
- Commitment to personal spiritual growth and prayer.
- All candidates will be subject to a background check and be required to complete the Episcopal Church Praesidium Safe Church program.

Compensation and Hours

- Salary: \$25 to \$30 per hour, commensurate with experience
- 4 hours per week, 9am to 11am on Sunday and 2 additional hours of lesson preparation time during the week; additional hours are needed for annual Christmas Eve Children's Pageant and Easter preparations
- Employment contract is from September to June annually
- While Sunday availability is crucial to this role, flexibility exists for personal needs

To learn more about St. Mary's-in-Tuxedo, please visit www.stmtux.org. The position will remain open until a candidate has been retained for this important post. We pray this exciting position interests you, or someone you know, and that you'll be in touch.

The Reverend Richard James Robyn
Rector

Please send resume and cover letter to: info@stmtux.org