

SOUTHMINSTER PRESBYTERIAN CHURCH

WAUKESHA, WISCONSIN

Job Title: Pastoral Intern or Associate Pastor for Christian Formation
FLSA Status: Quarter-time position – Volunteer status or Exempt status
Church Staff
Estm. 10-15 hours/week
If a Presbytery Commissioned Ruling Elder, commission is for 1 year and renewable.

Compensation: Salary range of \$7,000 to \$15,000
and credits of Supervised Practical Ministry units if seminarian.

Position Summary: The purpose of this position is four-fold:

1. To oversee the Southminster Sunday School and Children's Church Program, working with and being supported by the Pastor and the Christian Education Ministry Team, with a focus on overall Christian development of PK-5 grades.
2. To assist in the general leadership, organization, planning, and spiritual development of the members and friends of Southminster Presbyterian Church,
3. To provide pastoral services as described in the *Book of Order* under the supervision and mentorship of the pastor (G-2.10; G-2.0501), and
4. Participate and resource the Christian Education Ministry Team in envisioning and strategically planning different models of faith formation.

Essential Duties and Responsibilities:

- Assist the Pastor in the development and leadership of worship services, including an alternative worship experience (especially if fully commissioned as a ruling elder to pastoral services with Southminster, G-2.10);
- Participate in the Pastoral Care of the congregation, working with the deacons, the pastor, and the parish associate for congregational care.
- Securing teachers for PK-5 classes that meet on Sunday mornings.
- Coordinating selection and purchase of Sunday School curriculum, supplies, and needs of Children's Church program with the Pastor, Christian Education Ministry Team, and Church Administrative Assistant.
- Planning for and facilitating Children's Church during the school year and summer.
- Serve as a resource to the Vacation Bible School Committee and the Christmas Pageant Committee.
- Facilitating teacher training with the Pastor in the fall.
- Organizing the teacher commission in September with the Pastor.
- Organizing the teacher and graduating student recognition in May with the Pastor.
- With the Christian Education Ministry Team, planning intergenerational events that integrate groups within the congregation and the community.
- Maintaining a calendar of events and organizes publicity for Southminster's web site, *Visions*, Sunday bulletin and publications in the surrounding community.
- Serving as a member of the Christian Education Ministry Team.

Physical/Mental/Environmental Requirements:

In all cases of physical requirements, appropriate reasonable accommodations should and will be considered, whenever possible, to allow position incumbent to accomplish identified essential functions in an alternative manner.

Physical: Position includes sitting, standing, walking, bending and minimal lifting.

Mental: In general, position can be stressful due to volume of work, deadlines, and/or dealing with others on the job.

Environmental: In general, position involves pleasant working conditions, primarily classroom/church/school environments.

Equipment/Machines Used:

Smart phone with internet and text ability, computer, social media.

Reporting Relationships:

Reports to Pastor. Works closely with Christian Education Ministry Team, and Worship and Music Ministry Team. Liaison to the VBS and Christmas Pageant Committees to Christian Ed and Worship Ministry Teams. Accountable to the Session.

Qualifications:

Seminary student under care of a presbytery and/or a commissioned ruling elder.

Ordained Teaching Elder/Minister of Word and Sacrament in the PC(USA) or in one of the PC(USA) Full Communion denominations.

Job Title dependent on ordination status: If in seminary or still completing presbytery requirements to be a commissioned ruling elder Pastoral Intern with compensation reflecting. If a commissioned ruling elder with two years of experience or more, or a teaching elder/minister, then Associate with compensation reflecting.

CHECKLISTS FOR CHURCH SCHOOL SUPERINTENDENT (CSS)

SUNDAY MORNINGS

- If it is winter, I check in the basement and turn up the heat. I try to do this first.
- I check to make sure the nursery caregiver is in the nursery, and the helper is too. If it is a new helper, I run down the rules of the nursery with them. I ask the nursery caregiver if they need anything.
- If I have any prep for Children's Church or the opener, I make sure to take care of it before the Children's Sermon is done.
- After the Children's Sermon, I lead Children's Church on Sundays that we have it. I have been able to get Julie Hedgcock to lead this on Sunday's when she is available.
- I keep an eye on the kids that are coming and make sure the teachers that are supposed to be there have arrived. Around 9:10, if I haven't seen a teacher, I will start to prepare the lesson for their class just in case.
- Acolytes need to be called prior to the end of the service and if the kids sing, the choir needs to be called. Ushers ideally take over this role, but I do monitor what is going on to make sure that communication is happening.
- Once the service is over, I roll the TV into the sanctuary for the opener. This is from 10:45-11 and needs to be done by 11 for the Youth Musical practice to take over. So, I make sure I am not in the narthex at the end of church or I tend to end up in a conversation and the opener starts late. I stay in the sanctuary monitoring kids, where they go, and their beverages and food that should not be in there but still comes anyway. (We ask to have lids on the drinks and I make sure they throw away their garbage.) Hopefully by 10:40 a teacher has come in and checked on the number of kids in the sanctuary and gone to round up the rest. If they haven't, I try to leave quickly to ask a teacher to get the kids.
- During the opener, I recognize birthdays, collect for Heifer, sometimes have a skit with our puppets, and we watch the video for the day. I then dismiss the kids with the teachers by class. We have worked hard on not running and staying with the teachers, but that is not always easy so spacing out the dismissals seems to help.
- After the kids have left, I put away the TV and then take the Heifer offering to the office. If I have to teach, I will have my class wait in the sanctuary while I push the TV to the side. Then I come after church school to put the TV away. I usually take the Heifer offering with me when I have to teach and take it to the office afterwards or during the week.
- If I do not have to teach, after taking care of the Heifer offering, I will address any tasks I need to and then head to check on the classrooms. This is a good time to check in with teachers on supplies and curriculum. If there is no helper, I will try to be nearby organizing the craft room to make sure there is coverage.

MONTHLY

July:

- Create a tentative schedule for the August-August Church School year. Submit for the all church planning meeting in August.
- Communion schedule (Worship and Music), Children's Choir schedule (Gerry Elliot), and Youth Musical schedule (Sarah Bristol) are resources needed to pull this together. If I don't have their information yet (aside from communion, many of these are finalized in August), I estimate based on previous years.
- There is a CE meeting in July

August:

- VBS: This is on my job description. At the time I started, this was traditionally held a week that my daughter was at Girl Scout camp, so I couldn't be there the whole week. I was asked to participate if I could, but told I did not need to plan it. I am not sure if this will change.
- Preparation for the Church School year:
 - Determine Class size, location, teachers and helpers
 - Determine and purchase curriculum based on class size. In the case of the preschool class, this year we created our own curriculum, so acquiring that material and making that schedule would be a part of the curriculum planning.
 - Plan teacher meeting – this consists of discussing classroom layout, curriculum (I have it purchased by the teacher meeting), Child safety information and any background checks. Figure out how teachers want to handle snacks. See if, upon review, they would like to add to the curriculum order. At this time I try to get a feel for the teacher teams and if they will be scheduling themselves or if they want me to schedule them. Over the past few years teachers prefer to let me schedule and this has helped me know ahead of time when a substitute is needed. We need a teacher and one other grown-up in the classroom. We have used one teacher and a middle/high school age helper as well. Many times the “off” teachers will come to help when they are not teaching. In other cases, the teacher does not need a helper, but I will pop into the classroom then to make sure things are going well and lend a hand if needed.
 - Create September's calendar and newsletter (I just started a newsletter this year. Prior, it was a newsy e-mail.) Also create the Rally day information sheet with important days etc. for the calendar year. This is mailed to families, so schedule the timing of that with the Church Secretary.
 - Send out registration form – I made this online as of last year. This form is for ALL Church School participants from baby to high school because it includes allergies. There is a paper form that can be used as well.
 - Determine youth that will be interested in helping in the nursery and create a schedule.
- The current CE meeting schedule has an August meeting only if someone, including the CSS, calls it.

September:

- On Rally Sunday, have the snack provided by CE in the classrooms. Introduce the teachers to the congregation. Have class list with any special needs made up for the teachers. Track down parents to see if can get a current registration from them. Otherwise, try and determine if anything important has changed and see if you can get the Church School Safety form and Permission to publish picture form signed by parents. Have the Heifer voting sheets ready to hand to each teacher.
- Hold Children's Church when there is no communion and the kids do not sing. I have developed a rotating 2 year curriculum for this.
- Check in with teachers to see if they need any curriculum.
- In Sept or Oct, you will need to provide the summary of the church school year and budget numbers to the CE chairs for the annual report.
- Secret Kings/Wiseman: An intergenerational activity that we have done for the past few years involves having each 3-5th grader (or 4-5th depending on the class division) select a session member or deacon. They write clues to this person and then have a party in January to reveal themselves to the session member or deacon. If we continue doing this, I have a sign up sheet that goes to Session in Sept. to have members who know they will be around the Sunday of the Epiphany party and are willing to participate sign up.

- There is a CE meeting in September. Have update ready for meeting. Have calendar ready for review and ask members for any updates. Ask Music and worship for Acolyte schedule and determine Nursery schedule. Ask pageant coordinator, Gerry Elliot and Sarah Bristol if there is communication they would like to be sent out in the October e-mail to families.

October:

- Prepare and e-mail out the newsletter (if you are doing one) and calendar. Print and put up on boards at church and in teachers rooms.
- Secret Kings/Wiseman: If you are doing this, have the deacon's sign-up sheet prepared for their meeting at the start of the month. Once signup sheets are done, I take them to the classroom – usually give the teachers a heads up – and explain what is happening and ask the students to pick one of two people I give them. Then I have them write clues. I continue to return for students that were not there into Nov.
- In Sept or Oct, you will need to provide the summary of the church school year and budget numbers to the CE chairs for the annual report.
- There is no Children's Church in October due to pageant schedule.
- In Oct or Nov, get information out for the first communion discussion with Pastor Christian.
- Determine the number of 2nd graders and order Bibles if they have not been ordered. E-mail the 2nd grade parents and ask for the name they would like inscribed in their child's Bible. Forward this information to Christian.
- Check with teachers on their satisfaction with the curriculum and any changes to their order for the winter. Traditionally at the end of Nov. we start the Winter Curriculum. I try to purchase the Bibles at the same time as the curriculum. The winter curriculum includes the time in Feb. when I change things up due to the youth musical, so that is taken into consideration prior to purchasing.
- There is no CE meeting in Oct. Towards the end of the month, I ask CE members for anything they would like to add onto the calendar. I determine nursery helpers and ask for the acolyte schedule if I don't have it. I would also ask pageant coordinator, Gerry Elliot and Sarah Bristol if there is communication they would like to be sent out in the November e-mail to families.

November:

- Prepare and e-mail out the newsletter and calendar. Print and put up on boards at church and in teachers rooms.
- In Oct or Nov, get information out for the first communion discussion with Pastor Christian.
- There is no Children's Church in November due to pageant schedule.
- Make sure parents attend the communion discussion (corral them if needed) and have a reminder about the 2nd grader "Bible" Sunday.
- Help communicate about the Intergenerational activity that occurs during Thanksgiving weekend. Depending on the year, maybe help plan or lead it.
- Congregational meeting: When we have this, I have traditionally taken the kids from choir so that Gerry can attend the meeting. I try to have one teacher help me, and we begin the opener hoping that by 11 the meeting will be over and we can go to the Church School classrooms as normal.
- There is a CE meeting in Nov. Have update ready for meeting. Have calendar ready for review and ask members for any updates. Ask Music and worship for Acolyte schedule and determine Nursery schedule.

December:

- Prepare and e-mail out the newsletter and calendar. Print and put up on boards at church and in teachers rooms.

- Secret King/Secret Wiseman: If you are doing this, I try to have the clues to the session or deacon member by the 1st weekend of the month if possible. I e-mail them and when I see them ask them if they have received the clues.
- When it comes to the pageant, I have had little role in it as their meetings are during the Church School hour. I have been the liaison to communicate to families when needed.
- Pageant Practice day – if a preschool leader has not been scheduled for this day, then I will usually hang out with the preschoolers and talk to them about being baby sheep and play with them until it is their time to practice.
- There is no CE meeting in Dec. Towards the end of the month, I ask CE members for anything they would like to add onto the calendar. I determine nursery helpers and ask for the acolyte schedule if I don't have it. I would ask Gerry Elliot and Sarah Bristol if there is communication they would like to be sent out in the January e-mail to families.

January:

- Prepare and e-mail out the newsletter and calendar. Print and put up on boards at church and in teachers rooms.
- Secret King/Secret Wiseman: I e-mail each Session Member/Deacon and parent of a student individually asking if they will be able to attend. Then try to make sure the partner knows the situation. In the case of adults, I try to get someone else to stand in for the missing adult.
- For the Epiphany party, I bring the snacks and prepare the games. The first game involves unwrapping candy in a saran wrap ball while a person next to them talks about themselves for 30 seconds. Mad Libs is the second game I have done.
- Children's Church starts up again in January. It is held when there is no Communion and the Children's Choir doesn't sing.
- There is a CE meeting in Jan. Have update ready for meeting. Have calendar ready for review and ask members for any updates. Ask Music and worship for Acolyte schedule and determine Nursery schedule.

February:

- Prepare and e-mail out the newsletter and calendar. Print and put up on boards at church and in teachers rooms.
- Usually in Feb. the youth musical goes on the road. I have gone to a rotational model of teaching during these weeks the past few years because numbers are very low. I tend to be the regular helper to the teacher or a primary leader during this time depending on which teachers we have and if their kids are in the musical.
- Prepare for and lead Children's Church.
- Depending on when Lent starts, give Pastor Christian the Gracie fish to hand out during the children's sermon.
- There is a CE meeting in Feb. Have update ready for meeting. Have calendar ready for review and ask members for any updates. Ask Music and worship for Acolyte schedule and determine Nursery schedule.

March:

- Prepare and e-mail out the newsletter and calendar. Print and put up on boards at church and in teachers rooms.
- Prepare for and lead Children's Church.
- Help communicate about the Intergenerational activity that occurs around Easter – either the week before or after depending on school spring breaks schedules.

- The Sunday the youth musical returns, there is typically no Sunday school for the kids. They watch the youth musical and then are dismissed to choir. Traditionally the youth musical is the Sunday before Palm Sunday and the kids sing on Palm Sunday so this practice the week before is important to Gerry.
- There is no CE meeting in March. Towards the end of the month, I ask CE members for anything they would like to add onto the calendar. I determine nursery helpers and ask for the acolyte schedule if I don't have it. I would ask Gerry Elliot and Sarah Bristol if there is communication they would like to be sent out in the April e-mail to families.

April:

- Prepare and e-mail out the newsletter and calendar. Print and put up on boards at church and in teachers' rooms.
- Prepare for and lead Children's Church.
- Order the Senior Bibles and get inscription as well as a brief write-up on the senior's plans. The inscription goes to Pastor Christian and the write-up I put in an insert for the bulletin on our last Sunday of Church School for the year.
- There is a CE meeting in April. Have update ready for meeting. Have calendar ready for review and ask members for any updates. Ask Music and worship for Acolyte schedule and determine Nursery schedule.

May

- Prepare and e-mail out the newsletter and calendar. Print and put up on boards at church and in teachers' rooms.
- Prepare for and lead Children's Church.
- For the last Sunday, we have a budget for thank you gifts for the teachers. I hand them out on the last Sunday when we honor our seniors. For the last few years, I have handed out Memory Quilt squares at this time as well. Maybe something else can be done for the kids?
- There is no CE meeting in May.

June

- Church Camp begins. This is run by CE and I take one of the Sundays.

