



St. Thomas United Church

Open Hands – Open Hearts – Open Minds

Sunday School Coordinator / Teacher Job Description (updated February 5, 2026)

St Thomas United Church is an Affirming Church based on Treaty 7 Territory and the Metis Homeland Districts 5 and 6 in Calgary. We are a welcoming congregation that strives to follow the teachings of Jesus: Encouraging faith, inquiry, reflection, and exploration in line with our church motto: “Open Hands, Open Hearts, and Open Minds.”

Sunday School Coordinator / Teacher We engage in structured, creative, and fun activities including music lessons and trips to our church library that further understand the beliefs and practices of the United Church of Canada. These practices include an emphasis on acceptance and inclusion of all people. In coordination with the scripture and lessons used by the ministers during the worship service, the teacher develops stories, crafts, and games to enhance the children’s understanding of the scripture.

Time Commitment

- Average, but not exceeding, 24 hours or less a month 6 hours per week broken down as follows: (a) 2 hours every Sunday the Sanctuary and in the Sunday School room 10:00am until 12:00pm; a substitute teacher will be provided once between September and December and once, between January and June. (b) the remaining hours to be apportioned among special activities such as Messy Church events, special Christmas events, monthly Faith Formation, or other events that may arise.
- Camp Caravan Summer Camp in July or August 2026 (Camp Caravan, at our church, if our church is assigned this) planning and support up to 10 hours as needed.

Salary \$19.00 - \$25.00 commensurate with education and experience.

Term: August 15, 2026, to June 30, 2027. It would be ideal for the successful candidate to observe Sunday School in June.

Qualifications

- Must have some previous experience working with children between the ages of 4-12.
- Must provide a current Vulnerable Sector Police Check.
- Must have strong interpersonal skills.

Duties and Responsibilities

1. You will be the primary teacher for the Sunday School. You will develop and present a lesson. You will work with some of our sub-Ministries, such as the Music Ministry, to organize music classes, or the Librarian, to organize library visits (we have an in-church library with a variety of materials).
2. Should you have any issues with students, the Ministers and Faith Formation Committee can offer you support and resources. Should you be unable to be present for the scheduled class due to illness or extenuating circumstances, you need to notify the Ministers and the Faith Formation Committee as soon as possible.
3. You will ensure that the Sunday School area is clean and after the class equipment and materials are put away.
4. You will consult with the Ministers on a regular basis to ensure the content aligns with the current week's message from the Minister.
5. You will develop a roster to keep track of attendance, and well as a database for parent / guardian contact numbers, allergies etc. You will ensure the Sunday School Waivers and student information sheets are filled out by each parent / guardian and kept up to date.
6. You will create monthly calendars of upcoming Sunday School events (templates can be provided to you) and offer suggestions for at home spiritual practices and follow up for parents as needed.
7. Attendance at monthly Faith Formation meetings (usually conducted on Zoom for 1 hour) to share upcoming plans and evaluation of the Sunday School, Messy Church, and all other activities is expected and included in the monthly hours.