



Job Description

Per NAUCE requests:

- Contact person: Rev. Cydney Van Dyke, Associate Pastor at cydneyv@fccog.org
- Average weekly worship attendance: 200+ in-person and online; nearly 30 children in person
- What makes FCCOG unique: We are experiencing a period of rapid growth, especially with young families with children. Our PrayGround, located in our worship space, is one of the largest in the denomination and continues to grow. We center children in all that we do as a congregation and welcome each child into the life of the church exactly as they are.

Job Title	Assistant Director of FCCOG Church School			
Current Job Holder	Vacant			
Hiring Manager	Khaleigh Laicher, Director of FCCOG Church School and Regional Youth Ministry			
Reporting Manager	Rev. Cydney Van Dyke, Associate Pastor			
	Status: PT (Non-Exempt)	Hours Per Week: 10-15	Location: FCCOG	Job Description Created: March 2025

Job Summary:

In coordination and preparation with the Director of FCCOG Church School, clergy team, and the Faith Formation and Education Committee, the Assistant Director is responsible for helping the Director host Church School on Sunday mornings during worship by being the lead teacher, preparing space and curriculum needs for classrooms and Church School volunteers, and helping to clean up the Church School space afterwards. Additionally, the Assistant Director will take lead on the PrayGround in the Meetinghouse when there is no Church School during All Ages Worship Sundays.

Major Duties:



For FCCOG Church School:

- A. Dedicated Lead Teacher for Church School, including regular Church School Sundays and the One-Room Schoolhouse model. Also, for the modified Church School offering at the 8am Beach Services most Sundays during the summer months.
- B. Sunday morning Church School preparations before and after worship.
- C. In coordination with the Director of Church School, plan All Ages Worship (AAW) lessons/activities and lead them in the PrayGround. This includes the first Sunday of each month when communion happens, other special-occasion Sundays, and the summer months when there is no Church School during the 10am worship hour.
- D. Provide childcare for occasional after-worship offerings, i.e. “Second Hours” or church-wide meetings or events. Notification of additional time needed will be provided by the Director at least 2 weeks prior to event.

Duties/Responsibilities:

- 1. Follow the Church School curriculum set by the Director of Church School to engage the faith and spiritual growth of children and families. Plan and coordinate weekly classroom lessons and All Ages Worship Sunday needs throughout the week.
- 2. Adhere to all FCCOG Safe Conduct Policies; ensure the proper ratio of at least 1 background checked adult to 6 children.
- 3. Maintain yearly Safe Conduct & Mandated Reporter Trainings through the United Church of Christ, paid for by FCCOG if cost is applicable.
- 4. Attend the monthly Faith Formation and Education Committee meeting with the Director.
- 5. Weekly (or as needed) check-in/coordination with the Director for upcoming Church School planning and needs.
- 6. Email weekly “Teacher’s Letter” to provide curriculum to Church School volunteer teachers and give any context needed for the upcoming lesson and/or specific Sunday themes.
- 7. In the spirit of the shared classroom and supply spaces between the FCCOG Church School and First Church Preschool, report supply needs to Director of Church School.



8. Set up physical classroom spaces (i.e. Take chairs off tables, rearrange tables).
9. Prepare lesson supplies for classrooms and teachers (i.e. Craft supplies, books, musical instruments, etc.).
10. Waiting in the classrooms with the children at the end of class until parents come to pick children up.
11. In coordination with the Director, attend and assist with Church School related events such as Homecoming Sunday, Family and Friends Festival, Advent Craft Fair, Christmas Eve Nativity Pageant, Easter Egg Dyeing and Egg Hunt, and end of year Celebration Sunday.
12. Provide at least two (2) weeks' notice of known absence so the Director can find appropriate coverage.
13. Not required nor expected, but invited and welcome to attend the weekly FCCOG Staff Meeting as availability allows.

Educational Requirements:

1. A college degree is preferred. Formal education and/or experience in humanities, religious studies, or social service, or early childhood education is highly beneficial and preferred.
2. Must be fluent in spoken and written English.

Experience Requirements:

1. 2+ years of experience working with children, youth, and families.
2. Demonstrated experience working in an environment which involves coordination among multiple groups.
3. First Aid and Child CPR Training preferred.

Skills, Knowledge & Attributes:

1. A heart for the mission and vision for both FCCOG Church School and for the youth of the wider Greenwich community.
2. Ability to refer to the Bible and faith in contemporary, relatable, and encouraging ways.



<p>3. Self-starter, enthusiastic, hard-working, demonstrated ability to motivate and build relationships.</p> <p>4. Ability to organize, prioritize, and meet deadlines. Proven ability to take projects from beginning to end, and skilled in creative problem solving.</p> <p>5. Able to communicate effectively with all constituencies inside and outside the church. Strong interpersonal communication skills.</p> <p>6. Team Player - Able to work effectively and harmoniously with all constituencies. Comfortable with diverse churches/groups (age, socio-economic means, family circumstances, beliefs, etc.).</p> <p>7. Skills in event planning and public speaking.</p> <p>8. Computer savvy - Proficient with job-specific programs including Microsoft Office Suite (Word, Excel, Outlook, etc.), One Drive, Teams, Zoom, Constant Contact, etc.</p>
<p>Other:</p>
<p>Must be a U.S. citizen or have a U.S. work permit.</p> <p>Must pass a criminal background check.</p>