



Employment Qualifications: LT
Effective Date: March 21, 2023
Revision Date: March 21, 2023

Church Operations Policy Section: Part-Time
Policy: Church Employment
Employee Classification: Non-exempt

POSITION: LEAD TEACHER (CLUB 3:30)

Policy Statement: It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God's kingdom through the church; the position job description is intentionally goal oriented and presents general ministry qualifications as well as specific goal requirements for a successful and productive employment relationship with the church staff, congregation, and local community.

The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully on the Lord's wisdom and the guidance of the Holy Spirit for strength for his/her daily activities.
3. Realizes that his/her attitude, dedication, and performance will potentially be witnessed or heard about by countless persons, directly or indirectly, making it critically important that Christ's church be reflected in all he/she does.
4. Senses a purpose and call by the Lord to serve His church and can/will demonstrate personal gifts to ensure job success and productivity.
5. Has attained the minimum of a college degree or equivalent experience.
6. Is skilled in general aspects of church program development, and management related to his/her ministry position.
7. Is willing to accept responsibility and accountability for work goals and anticipated results, as outlined and updated by senior staff leadership.
8. Has the ability and willingness to work in a teamwork environment and can be tolerant of other's suggestions and approaches.
9. Is prepared for and open to advanced technology capabilities including, but not limited to, Realm and Microsoft Office Software.
10. Is interested in and capable of dealing openly, effectively, tactfully, and patiently with church personnel, church members, and the public presenting a strongly positive image of the church.
11. Is prepared for multitasking and flexibility, surviving potentially stressful moments in stride, and for the request of intermittent irregularity in working schedule.



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Principal Function: Assist the ministry efforts of First Presbyterian Church of Marietta (“FPC”) in their after-school outreach program (a.k.a. “Club 3:30”) by supporting the internal administrative needs of the program.

Skill Requirements:

- Communicates clearly, concisely, and professionally with volunteers, church staff, and supervisor (oral and written communications).
- Demonstrates emotional intelligence and relational acumen – effectively manages own emotions and helps others manage their emotions. Treats all stakeholders (students, volunteers, staff, church leadership) with kindness, respect, and tact.
- Supports the Director of Club 3:30 in fostering a harmonious ministry climate.
- Experience with Microsoft Office software (Excel, Word, Outlook).
- Can effectively navigate, input, and extract data from Sign-up Genius.

Work Schedule: Monday – Friday, 3pm-6pm
(This role follows Marietta city school calendar and will be off during school breaks and school holidays)

Outline of Responsibilities:

To serve as lead teacher for the K-2 classroom to assist in supporting an effective, nurturing, and safe after-school program for local students (and their families as applicable). Schedule a pool of qualified volunteers.

General Duties

1. Supervises and leads the K-2 Classroom.
2. Schedules volunteers and maintains records of volunteer attendance and hours.
3. Acts when needed or requested, as backup for the Director of Club 3:30.
4. Participates as needed or requested in meetings with the Director of Club 3:30 and the Club 3:30 Committee.
5. Participates in strategic planning of After-School Ministry.
6. Supports, as time allows Club 3:30 students and their families by participating in seasonal

events (including but not limited to: Graduation, Christmas breakfast and Christmas shopping).

7. Works together with the Communications Committee and the Director of Communications to support the presence of Club 3:30 on social media (e.g., Facebook, website, newsletter).
8. All other responsibilities as assigned.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Director of Club 3:30
- Session oversight: Family Council, Club 3:30 Committee
- Part-time, non-exempt position with applicable benefits per the current FPC Employee Handbook.

Compensation: \$18 - \$22 hourly rate

Authorized: _____ Date: _____
 HR Committee Chair

Verified: _____ Date: _____
 Director of Family Ministry

_____ Date: _____
 Director of Club 3:30

_____ Date: _____
 Director of Administration

Acknowledged: _____ Date: _____
 Lead Teacher

Printed Name: _____ Date: _____