

## Coordinator of Christian Education for Children and Youth

**JOB DESCRIPTION:** This position is responsible for coordinating and implementing the Christian Education programs for children and youth in order to share the good news through activities, outreach, and faith development. There are currently three (3) programs; Sunday School, which runs from Rally Day (traditionally the Sunday after Labor Day) through Children's Day (Traditionally early June), Confirmation Class, an intensive look at the history, traditions and faith of the United Methodist Church, preparing our youth to join the church, and a Vacation Bible School in the summer. The Coordinator of Christian Education for Children and Youth (CCECY) will work with the Church Pastor and the Education Ministry teams to ensure these programs are in accord with the stated goals, objectives and mission statement of the First United Methodist Church of East Greenbush (FUMCEG). The CCECY will also receive support from the Staff Parish Relations Commission (SPRC). This position is a part time position of fifteen (15) hours per week consisting of at least one dedicated office day. This position will be appointed for one (1) year and may be renewed at the end of one (1) year. This position will do the work outlined below as well as any work that becomes required during the yearlong appointment.

### CCECY RESPONSIBILITIES:

- Plan, organize, and direct programs of Christian Education that meet the needs of all children throughout the yearlong appointment. This includes maintaining a budget for supplies and implementing curriculum for each program.
  - Review the current programs and the needs of the children and youth of FUMCEG and create programs of Christian Education to meet these needs.
- Recruit, train, and supervise the volunteer teaching staff to achieve the goals of the Christian Education Program.
  - This includes training volunteers on the curriculum and Safe Sanctuary programs as well as creating a roster of trained volunteers and maintaining communication with all volunteers.
- Create and maintain communication with all families of children and youth eligible to participate in the Christian Education programs. This includes reaching out to those families who are new to the FUMCEG and those families who may have missed a Sunday.
- Set a scheduled day and time for dedicated office hours. This should be the same day and time every week and be at a time that is convenient for families.
- Be willing to use Social Media (eg Facebook, Instagram) to promote the Christian Education Programs and Activities.
- Attend the monthly meetings for both the Education Ministry and the Church Council to report to both the successes and challenges facing the Christian Education Programs.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of United Methodism
- Knowledge of church school curricula
- Enthusiastic and self motivated
- Ability to organize and maintain budgets and records
- Ability to plan and execute programs of Christian Education
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to work effectively with others
- Ability to recruit, train, and lead a volunteer teaching staff
- Ability to relate to children, youth, and their families

MINIMUM QUALIFICATIONS:

A) Bachelor's Degree in Religious Education, Education, Social or Behavioral Sciences and one (1) year of administrative experience with children and youth in Christian Education.

OR

B) An equivalent combination of training and experience. Christian education experience preferred.

SPECIAL CONSIDERATION

This is a twelve (12) month position averaging fifteen (15) hours per week for 52 weeks per year. The CCECY is expected to be on site one-half hour (30 minutes) prior to the start of Christian Education Programs and remain on site until the conclusion of the program. The CCECY is expected to attend the monthly meeting of both the Education Ministry and the Church Council as well as any other meeting designated by the Pastor. The CCECY will work with the Pastor to designate at least one (1) day for on site office hours. The balance of the hours are flexible and can be performed either on or off site and will be coordinated with the Pastor to provide opportunities for outreach.

Approved by SPRC, 31 July 2019