

Faith UCC Church School Coordinator

Job Description

The Church School Coordinator will nurture and enhance the educational and discipleship ministries of the church: coordinating and teaching church school, nursery and related educational programs throughout the year, and involving the children and youth in the total life of the church.

Responsibilities may include:

1. Administer and help teach Sunday morning Church School and be the on-site resource person on Sundays. Attend Sunday morning worship regularly and prepare and facilitate the weekly Children's Message.
2. Recruit, train, schedule, coordinate and support volunteers year-round.
3. Attend the monthly Education and Spiritual Growth Ministry Team (ESGMT) meetings as an ex-officio member to offer advice and assistance to the team and to receive suggestions and recommendations from the team.
4. Work with ESGMT and pastor (and other ministries in the church, as appropriate) to plan and lead special church school programs such as Youth Sunday (1st Sundays), Advent Event, Christmas Pageant, Easter activities, Children and Youth music events and outreach projects.
5. Communicate with parents and caregivers to invite participation in Christian Education and keep the congregation informed including by email, telephone calls, announcements in the bulletin, and articles in the monthly newsletter.
6. Keep accurate records of attendance, expenses and supplies.
7. Submit report to Consistory monthly.
8. Order, distribute, evaluate, train and encourage effective use of curriculum materials, equipment and general supplies. Ensure that curriculum materials reflect UCC denominational and Faith UCC church beliefs and practices.
9. Collaborate with the ESGMT and Pastor to submit a budget to the Budget Committee in the fall.
10. Submit an Annual Report to the Pastor at the end of each year to be included in our Annual Reports.
11. Work with ESGMT to evaluate programs and develop new ways of carrying out our tasks.
12. Work with ESGMT to explore options to host a Vacation Bible School.
13. Be an advocate for Christian Education and discipleship engagement.
14. Ensure that the church school operates under safe church guidelines and that all persons involved meet the background checks prior to involvement in the program. Oversee children's check-in, safety, and security processes on Sunday morning.
15. Other duties as assigned.

Competencies

- Reliable, trustworthy, self-starter, and excellent at following through on details.
- Ability to embrace innovation and creativity while adapting to growth and change.
- Ability to use appropriate judgment, discretion, sensitivity, and confidentiality.
- Proven leadership skills utilizing a cooperative, collaborative team leadership style.
- Strong interpersonal skills with the ability to maintain healthy and motivating relationships with supervisor, co-workers, and volunteers.

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- Proven ability to achieve results.
- Flexibility to work evenings and weekends, including most Sunday mornings.

Education and Experience

- Bachelor's Degree, or four years of related experience, preferred.
- Minimum of two years of demonstrated leadership experience, preferred.
- Experience working with children.
- Experience with working in ministry and/or church environment, preferred.

Qualifications

1. Experience with coordination and scheduling of a volunteer-based organization.
2. Familiarity and resonance with the United Church of Christ, or willingness to teach UCC beliefs and practices.
4. Mature faith and ability and demonstrated experience with communicating well with children, youth, parents and other adults.
7. Successful completion of a background check.
8. Valid driver's license.

Time requirements and compensation

Average of 10 hours per week for 44 weeks per year scheduled, in conjunction with the pastor, during the period of August 15 through June 15 to include children and youth Church School and Children's Messages on Sundays as well as scheduled on-site and off-site activities. The preferred start date is as soon as possible. Salary range is \$5,500 - \$6,200 annually, commensurate with experience.

Supervision

Supervised by Pastor, as well as coordinating with the Education and Spiritual Growth Ministry Team (ESGMT).

Resignation or termination

The coordinator shall provide a 30-day written notice to Pastor and Human Resources Team if he/she wishes to terminate employment.

The church shall give, except in cases of moral turpitude, at least 30 days written notice if it wishes to terminate the coordinator. In the case of moral turpitude, the church may suspend with or without pay or may terminate the coordinator, effective immediately.