

July 17, 2008

Congregational United Church of Christ – Neenah/Menasha
Job Description

CHRISTIAN EDUCATION COORDINATOR

The Christian Education Coordinator (CEC) reports to and works under the supervision of the Ministry of Faith Development(MoFD). This supervisory model could be modified depending on the pastoral supervisory responsibility determined by the Ministry Council. All planning and events must be approved by the (MoFD). A primary goal should be to involve many members of the congregation in the teaching and support functions of the Christian Education Program.

A Church School:

1. Coordinates the selection of instructional materials with the MoFD and Pastor. Orders and prepares materials, equipment, and supplies for Church School or family study.
2. Recruits and selects Sunday School teaching teams of 2 or 3 per class and substitutes with the assistance of the MoFD.
3. Provides orientation, training, and outlines expectations for teachers.
4. Implements the congregation's "Safe Sanctuary" policy at the direction of Ministry Council.
5. Is present in Sunday School area 15 minutes or more before classes start to greet teachers and students and assist parents with placement.
6. Provides newsletters for parents and teachers as needed for good communication.
 - a. Write articles for Glad Tidings monthly and develop church communications through use of bulletins, etc.
 - b. Insert Sunday School and youth activities pictures and articles on website (Training Provided)
7. The CE Coordinator keeps CE financial records, requisitions, and invoices and reviews information with BCE.
8. Coordinates the transfer of Sunday School collections and special offerings to the Church Financial Secretary.

9. Keeps classrooms attractive and neat. Cleans cupboards in June with assistance of MoFD and other volunteers. Replaces needed supplies. Coordinates set-up and take-down of classroom furniture with Church Custodian.
10. Maintains Rosters for teachers, keeps attendance records and transmits family data to the Administrative Secretary to maintain "Windows" records.
11. Communicate and confer with parents as needed.
12. Supervises Sunday School teachers in sending cards to visitors and Sunday School students who have been absent several Sundays. Discusses Sunday School attendance with Pastor on a quarterly basis.
13. Recruit volunteers to assist with snacks, drinks, and other support for Sunday School classes.
14. Conduct evaluation of church school events, curriculum, and programming with the assistance of BCE.

B All-Church Christian Education Programming:

Coordinate with Ministry of Faith Development Assistance:

1. Promotion of Church Camps
2. Vacation Church School Special programming (i.e., Advent, Christmas and Lent programming, Inter-generational events). Coordinate dates with other staff members and the pastor.

Assist with Mission Programs as Related to Children and Youth

1. Promote "One Great Hour of Sharing", UNICEF and other special mission offerings in church school.
2. Explore and set up missionary relationships with other churches or organizations.

C General Expectations:

1. Attend all MoFD meeting, as exofficio (not part of consensus). All special programming and new activities need to be approved by the MoFD, coordinated with the Ministry of Stewardship Finance Committee (if funding is involved), and coordinated with the Ministry Council.
2. Participate in wider church (NE Association and WI Conference) and continuing education events.

3. Maintain the communication with First Presbyterian Church in Neenah to participate in joint youth activities such as VBS, Mission Trips, etc.
4. Maintain open communication with Director of Lake Edge Learning Center to share youth/student activities.
5. Post regular office hours in accordance with contract requirements.
6. Prepare the CE Annual Report and prepare an annual budget request with the approval of the MoFD.
7. Regular Sunday morning hours attendance before church and during Sunday School times.
8. The CEC should arrive early in the Sunday School wing, put on lights and open doors with required teacher support materials in place. It is important to greet teachers and students and provide guidance to parents. If the CEC is unable to be there, a representative from the MoFD should assist.

SKILLS NEEDED:

This position requires a high degree of inter-personal skills, accountability, honesty and Christian values. A great degree of “Team Playing” is expected at all times. This is a very visible position and should be regarded as a position of respect for the members of the ministries, staff, and general congregation. It should serve as a resource for other ministries. 20 Hours/Week (there is no over-time) is the expected time commitment plus attending Association and Wisconsin Conference annual meetings. Hours during the summer should be a total of 15 hours/week from June 15 – August 15. Volunteers and MoFD should be recruited to assist in projects requiring additional effort.