



St. John's United Methodist Church



Christian Education Coordinator

Position Description:

In accordance with guidelines set forth in The Book of Discipline 2008, ¶ 1109-1110, the Christian Education Coordinator will plan, initiate, and oversee all Christian Education programs within St. John's United Methodist Church including adult, youth and children's Sunday School, Confirmation Class, Sunday Children's Worship program, Vacation Bible School, weekly Adult Bible Study classes and Advent/Lenten studies. Facilitate contacts with other church communities for the benefit of youth activities. Attend and participate in Sunday worship, as well as congregational events. This is a regular, part-time position requiring 20 hours per week.

Supervisor: Pastor

Status: Regular part-time non-exempt employee.

Hours: Paid semi-monthly for 20 hours per week labor.

Benefits: Workers' Compensation.

Accountability:

The Christian Education Coordinator is accountable to the Pastor in coordination with the chairman of the Pastor Staff Parish Relations Committee. Coordinator's work schedule will be negotiated with the Pastor and posted in the church office. Pastor must be notified of planned absences (i.e., personal or UMC-related) one week in advance.

Required Qualifications:

This position requires an individual with experience in planning and coordinating Christian Education programs. As such, the individual must be able to plan and implement programs under the supervision of the Pastor and in coordination with other members of the church staff and volunteers. An understanding of the United Methodist Church structure and the general philosophy of Christian Education is strongly desired. While a degree in Christian Education, United Methodist Studies or similar discipline is preferred, relevant hands-on experience in similar positions may be substituted for a degree. Strong interpersonal skills, and effective verbal and written communication skills are a must. Working knowledge is required of electronic media and the applications of social media, such as Instagram, Facebook, YouTube, etc. for efficient communications with the St John's UMC community and outreach initiatives. In addition, position requires planning an annual budget and reviewing on a regular basis all expenses relating

to Christian Education. Attendance at church staff meetings a must. Individual must successfully pass a background check.

Objectives and Responsibilities

1. Plan, implement and sustain programs that will foster Christian Education within the St. John's UMC community.
2. Oversee and coordinate all Christian Education programs. Establish a renewed emphasis on Christian Education to include, but not limited to, adult, youth and children's Sunday School, Confirmation Class, Sunday Children's Worship program, Vacation Bible School, weekly Adult Bible Study classes (including weeknight and weekday Adult Bible Study), Advent/Lenten studies.
3. Plan and establish classes, recruit and train instructors, and order materials and supplies.
4. Maintain and organize Christian Education literature and materials in church libraries, supply closets, and classrooms
5. Coordinate study portion of Lenten/Advent special event programs (i.e., Bible studies, special worship emphasis).
6. Work closely with the Pastor, church staff, and volunteers in planning curriculum, selecting class materials, and recruiting, coordinating, and training volunteers with adherence to the Safe Sanctuaries Policy.
7. Coordinate with UMC Christian Education networks to keep apprised of trends and activities in other United Methodist churches. Enhance and update knowledge of Christian Education programs through participation in workshops, on-line webinars training, etc.
8. Maintain attendance records on all education programs and provide related input for Annual Conference reports.
9. Be a proactive voice and effective communicator within St John's UMC. Prepare relevant articles in support of Christian Education for weekly church bulletin, St. John's website and *The Chimes* (the monthly newsletter).
10. Plan annual budget for areas relating to Christian Education. Review on regular basis all expenses related to Christian Education. Submit receipts for expenditures for Christian Education to the St. John's UMC Financial Administrator.
11. Attend all St. John's staff meetings in-person or Zoom.