

## **Christian Education Coordinator**

### **Christian Education Chief Objectives**

1. Design and lead a creative, faith-filled education program for children and youth.
2. Lead the recruitment, training, and support of volunteers and teachers involved in the Sunday School program and Vacation Bible School.
3. Champion Children & Youth Programs.
4. Report Quarterly to Church Council and SPR Team.

### **Christian Education Coordinator Duties & Responsibilities**

1. Christian Education Plan
  - Develop a strategic plan for Christian Education that includes, among other items, Sunday School curriculum, teacher recruitment, training and support, Vacation Bible School program;
  - Reports to the Senior Pastor and Education Team on development of the plan and participate as a member of the team;
  - Utilize Social Media to communicate all programs.
2. Sunday School Curriculum
  - Review available Sunday School curriculums annually and, together with Senior Pastors and Education Team, make decisions regarding the curriculum for the upcoming year;
  - Order curriculum and needed supplies;
  - Oversee training of Sunday School teachers in the curriculum;
  - Establish and oversee Summer Sunday school program;
3. Christian Education Teachers
  - Recruit individuals to serve as volunteer Christian Education Teachers for weekly Sunday School;
  - Oversee training of teachers in Christian Education curriculum;
  - Provide support and coverage for teachers;
4. Vacation Bible School
  - Recruit a Coordinator and volunteers for Vacation Bible School (VBS);
  - Oversee the operations of VBS and provide support as needed;

### **Knowledge**

1. Prior experience as Christian Education Coordinator/manager;
2. Personal faith background consistent with the United Methodist Church;
3. Willingness to “Grow in Christ and Make God Known to All”;
4. Knowledge of CUMC employee guidelines and policies;

### **Skills**

1. Requires excellent verbal and written communication skills.
2. Requires excellent organizational skills.
3. Work effectively as a member of CUMC’s leadership team.
4. Program administration/coordination skills.
5. Social Media knowledge and skills

### **Membership**

Participate as a member of the Education Team. Attend Church Council meetings.

**Hours/Time Commitment**

8-10 hours per week with seasonal increases for Christian holidays and VBS.

As Sunday School coordinator, attend 44+ Sundays per year and secure coverage for any Sundays not present.

**Education**

Attendance at NYAC Conference and District programs

Attendance at Inservice programs related to the position

**Experience**

Prior experience coordinating/managing Christian education and VBS.

Faith background with a heart for Christian education.

## **Family Ministry Coordinator**

### **Family Ministry Coordinator Chief Objectives**

1. Develop, implement and nurture a family ministry program that appeals to all types of families and our congregation.
2. Create opportunities for families and the congregation to grow their relationship with God and each other.
3. Lead the recruitment, training, and support of volunteers involved in various programs and activities associated with family ministry.
4. Champion programs and events that will encourage families and congregants to be more involved within the church.
5. Reports to the Senior Pastor.
6. Report Quarterly to Church Council and SPR Team.

### **Duties and Responsibilities**

1. Research, develop and implement programs and events that allow current congregants/families to become better Christian disciples;
2. Be attentive to the hopes, concerns and needs of the families within our congregation to develop programs and events to serve those needs;
3. Develop programs and events that will attract and retain new families;
4. Coordinate programs and events that help achieve CUMC's overall mission;
5. Utilize Social Media to communicate all programs.

### **Knowledge**

1. Prior experience as Family Ministry Coordinator/manager;
2. Personal faith background consistent with the United Methodist Church;
3. Willingness to "Grow in Christ and Make God Known to All";
4. Knowledge of CUMC employee guidelines and policies;

### **Skills**

1. Requires excellent verbal and written communication skills.
2. Requires excellent organizational skills.
3. Work effectively as a member of CUMC's leadership team.
4. Program administration/coordination skills.
5. Social Media knowledge and skills.

### **Membership**

Participate as a member of the Membership and Worship Teams. Attend Church Council meetings.

### **Hours/Time Commitment**

8-10 hours per week.

### **Education**

Attendance at NYAC Conference and District programs  
Attendance at Inservice programs related to the position

### **Experience**

Prior experience coordinating/managing Family Ministry Programs.

### **Licenses, Certifications**

None required