

CHRISTIAN EDUCATION COORDINATOR

The First Congregational Church, Branford, CT seeks a welcoming, organized, creative, prayerful, energetic person to join our vibrant Christian community.

Responsibilities

Sunday School:

- In partnership with the church staff and the Board of Christian Education (BOCE), provide vision, support and administration of the Sunday School program which may impact vitality and lead to an increase in attendance
- In partnership with the BOCE, lead recruitment efforts and provide ongoing support of Sunday School teachers
- Maintain a list of available Sunday School substitutes and fill in as a Sunday School teacher in the event a teacher or substitute is unavailable
- Assist with selection and preparation of all Sunday School curriculum and materials
- Ensure that all Sunday School rooms are in order and that Sunday School staff, supplies and equipment are ready
- Plan and implement special seasonal and annual programs as agreed upon such as: Rally Sunday in September, Youth programs during Advent and Lent and an Annual Christmas pageant
- Communicate with families weekly to provide information and support necessary to actively participate in all aspects of the Christian Education program - text, email, phone, written notes to youth and families, etc.

Youth and Intergenerational:

- Act as the lead High School Youth Group Leader and develop a shared vision for high school youth ministry
- In partnership, plan and lead youth fellowship, retreats, service projects
- Meet twice monthly with high school youth
- In partnership with the BOCE and others, plan and implement monthly intergenerational activities such as:
 - special events for education and mission purposes
 - engaging seasonal fellowship activities

General:

- Meet regularly with the BOCE, as agreed upon
- Communicate to the congregation through the weekly e-newsletter the activities of the Christian Education ministry

- Attend workshops, seminars, or conferences to stay current with best practices and learn more about strategies, information, and resources as time allows
- Stay informed about what is happening in regionally and nationally in Christian faith formation and keep the congregation informed
- Write a monthly report that involves program evaluation and work collaboratively with the Christian Education Board to vitalize the ministry

Qualifications:

- Person of faith with excellent interpersonal and organizational skills, with a capacity to relate with all ages and build trusted relationships.
- Minimum 2-year post-secondary education, and some formal training/credentials in Christian education
- Awareness of and investment in the values, principles and practices of the United Church of Christ
- State background check and commitment to follow First Congregational Church's Safe Church policy

Hours: 20 hours approx., days & times flexible
(strong preference for Tuesday-Thursday hours
to include Sundays: 9 am - Noon, approx.)

Salary and Benefits: \$25,000 for 12-month position
Mileage at IRS guidelines of .58/mi for job errands
4 days of vacation after 1 year, 8 days after 2-4 years
Eligible for holiday pay if holiday falls on a workday

Supervised by: The Minister, and the Board of Christian Education

Start date: As agreed upon or about August 13, 2019

Resume to: Deanna O'Connell, doconnell28@comcast.net