

## **SUNDAY SCHOOL COORDINATOR**

**Please read the responsibilities, and share in your resume and cover letter why you are qualified to lead Christian Education.**

### **Responsibilities**

#### **Sunday School:**

- In partnership with the church staff and the Board of Christian Education provide support and administration of the Sunday School program
- 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:**

- Act as the lead High School Youth Group Leader
- Plan and lead youth fellowship, retreats, service projects
- Meet twice monthly with high school youth

#### **General:**

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

#### **Qualifications:**

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

**Hours:** 12-15 hrs., with need for flexibility depending on youth events and Sunday, which may involve some evening hours

**Salary:** \$20-\$25 per hour for 10-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

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

**Start date:** As agreed upon

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