

## *Job Description for the Christian Education Coordinator*

Position is 18-20 hours a week @ & 12.50/hr. With prior approval extra hours may be added in get the program running, but not to exceed 29 hours a week.

Coordinate with the current Education Team, and ensure that a representative attends Ad Council.

Recruit, equip, and train teachers.

Recruit children for the program that are on the church rolls, as well as those you might find that aren't on the church rolls.

Regular communication with parents, as well as the kids themselves. Particularly those that haven't attended recently. E-mail?

Teach and coordinate Sunday School for Children, 9:30 time slot, between services. Choose curriculum, find activities.

Coordinate with the Education Team, and ensure that a representative attends Ad Council.

Coordinate and develop a Children's Time (10:45), as well as developing a program and schedule from Children's time until the last song, including schedule and coordination of volunteers.

Communicate! Utilize bulletin board, announcements, worship bulletin, newsletter, website, and Facebook to advertise the programs and Sunday activities. Create a single sheet (2-sided) for the monthly newsletter, try to have different entries for different age groups

To equip teachers and bring in some younger ones, implement an iPad for teaching use and picture taking, for before and after each event.

Identify 3<sup>rd</sup> graders to receive Bibles, find older kids that didn't receive them when they were in third grade.  
Start a welcome to your Bible class with Pastor Reed.

Send out birthday cards to all FUMC kids and youth

- Coordinate with Helping Hands on 4<sup>th</sup> Sunday of the month
- Coordinate Vacation Bible School
- Coordinate an entry in the Bavarian Festival Parade
- Coordinate events/learning with Middle and High School
- Coordinate and implement Safe Sanctuary
- Create a monthly Sunday event for the youth/congregation

Look into the possibility to create a one day a week after school program. Start in January and go through end of school. In all likelihood, this would be active and creative based program but not sports related. Investigate the possibility of continuing into a summer program

Some areas in that strategy may include:

- Some sort of vision for our youth program
- College scholarships for all members of our church graduation include requirements for camp, mission trips and servant leadership and active in the youth program and maintain a C average in college
- Paid mission trips by the church
- Paid youth camps by the church
- A training plan for the youth, by age or category or something
- Regular scheduled activities or events for each age category, that meets the vision...
- Some kind of assessment and feedback process to determine success
- Some possible outreach programs by age or category of kid
- You could even get complicated and have an entry level, a growth level, a discipleship level... or whatever for each age group or category