

## CONGREGATIONAL UNITED CHURCH OF CHRIST SUNDAY SCHOOL COORDINATOR

Appointed by the Church Council, reporting to the Associate Pastor, and collaborating with the church's Christian Education Committee, the Sunday School Coordinator shall direct Sunday morning Christian education programs for children, infants through age 14 (middle school.)

### ROLES AND RESPONSIBILITIES

#### **Sunday Morning Programs**

- Coordinate child care and Sunday School for children through age 14 (middle school).
  - Lead the Christian Education Committee process in identifying and purchasing Sunday School curriculum.
  - Procure all Sunday School supplies.
  - Coordinate recruitment of volunteers and hiring of staff -- teachers and child care workers -- organize their training, and lead regular Sunday School staff meetings.
  - Maintain accurate records of Sunday School students, staff/teachers, assistants and activities.
- In collaboration with pastoral staff, regularly offer (or recruit others to offer) the Word Made Plain (children's sermon) during worship.
- Enlist and prepare children to participate as acolytes and readers in the worship service.
- In collaboration with pastoral staff, organize special programs for second graders preparing for their first Communion.

#### **Administrative**

- Secure volunteers or paid staff to provide child care as needed for Sunday mornings and/or special church events.
- Provide timely information on and promotion of Christian Education programs for all church publications.

### PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Demonstrated commitment to Christian faith and Christian community.
- Record of commitment and accomplishment in ministry with children.

### CONDITIONS, COMPENSATION AND ADDITIONAL COMMITMENTS

- Half-time professional employment. Flexible ten-month position.
- Compensation commensurate with qualifications and experience.
- Participate in relevant continuing education offered through the United Church of Christ.
- Professional expenses and approved continuing education paid.