



## **CHRISTIAN EDUCATION COORDINATOR**

**Part time** Approximately 15 hours/week

**Schedule:** Flexible weekday schedule & Sundays

**Salary:** The annual salary is determined by a recommendation of the Staff Parish Relations Committee and Finance committee w/ approval by Church Council.

### **Job Description:**

The Christian Education Coordinator (CEC) plays a pivotal role in overseeing and implementing educational programs that align with the strategic goals and beliefs of the First United Methodist Church (FUMC) of Clarion. This position involves various responsibilities focused on fostering spiritual growth and enhancing community engagement.

### **Key responsibilities include:**

#### Program Development and Implementation:

1. Curriculum Development: Select educational materials and core curriculum for various age groups, including children and youth in cooperation with the Christian Education committee.
2. Class Coordination: Organize and schedule Sunday School classes, Bible studies, and other educational programs / events for children, youth and young families.
3. Resource Management: Acquire and maintain educational resources such as books, videos, and other teaching materials.

#### Volunteer and Staff Management

1. Volunteer Recruitment: Recruit and support volunteers, teachers and/or leaders for educational programs/events.
2. Ensure Safety: Adhere to the FUMC Safe Sanctuaries policy and procedures to coordinate sufficient volunteers.
3. Professional Development: Provide ongoing training and development opportunities for volunteers.

#### Event Planning and Coordination

1. Special Events: Plan and coordinate special educational events such as Vacation Bible School, retreats, and workshops, Kids to Kids program and other programs for children, youth and young families.
2. Seasonal Programs: Develop programs for significant liturgical seasons like Advent, Lent, and Easter in cooperation with the Christian Education Committee.

#### Administrative Duties

1. Budget Management: Handle the budget for educational programs in partnership with appropriate church committees.
2. Record Keeping: Maintain records of attendance, curriculum materials, and program evaluations.
3. Reporting: Report on the status and progress of educational programs to church leadership.

4. Participation: Attend and contribute to church committee meetings, specifically Christian Education committee.

### Outreach and Community Engagement

1. Community Programs: Establish and implement outreach programs to engage the wider Clarion County community.
2. Partnerships: Build relationships with local schools, organizations, and other churches to support educational initiatives.
3. Be Present: Communicate on a regular basis with all involved in education (Children, youth, families, congregation, communicate, committees, etc)

### Communication and Collaboration

1. Congregational Communication: Communicate effectively with the congregation about educational opportunities through bulletins, newsletters, digital platforms, etc.
2. Leadership Collaboration: Work collaboratively with church leadership to ensure educational programs align with the church's mission and vision.

### Teaching and Mentoring

1. Direct Teaching: Occasionally teach classes or lead Bible studies as needed.
2. Mentorship: Mentor young leaders and volunteers within the church community.

### **Job Qualifications:**

1. A strong personal faith and commitment to living out Christian values in alignment with the First United Methodist Church.
2. A genuine desire to work with young people and help them grow in their faith.
3. High moral character and ethical behavior
4. Proficient in using computers, including Microsoft Office Suite, email, and various other software applications relevant to educational program.
5. Certification or degree in Education, or equivalent teaching or leadership experience.

### **Requirements:**

1. Pennsylvania Criminal History report from the Pennsylvania State Police
2. Certification from the Pennsylvania Department of Human Services
3. Federal Criminal History report from the FBI, which includes submission of fingerprints to the Pennsylvania State Police ~~Clearances:~~

**Physical Requirements:** Ability to lift up to 25 pounds, and have the stamina to manage long hours, including participation in activities, events, and retreats. This position requires mobility, with the ability to drive, and have sufficient visual and hearing capabilities for teaching and technology use.