



Rev. Chris Noffke Minister, 9100 Third Street, Baroda, MI 49101

269-422-1590

PROPOSED CHRISTIAN EDUCATION COORDINATOR JOB DESCRIPTION APRIL 2010

- A. Leadership and Spirit
 - a. Develop, Coordinate and Produce Programs
 - i. Christmas Program, Vacation Bible School, Youth Sunday and Palm Sunday
 - ii. Rally Day
 - 1. Build initial rapport with children and parents
 - 2. Share an overview of the upcoming school year
 - 3. Create a new theme each year
 - 4. Coordinate supplies and resources accordingly
 - iii. New Programs and Activities
 - 1. Suggested programs and activities include, but are not limited to: bowling, roller skating, lock-ins, scavenger hunts, youth camps
 - 2. Suggested to create a Sunday School newsletter to be included with each issue of The Chimes
 - iv. Youth Groups
 - 1. Work closely with volunteers to design an active youth program
 - 2. Assist in creating, planning and implementation of programs
 - b. People
 - i. Recruit teachers and support people
 - ii. Encourage and support all volunteers
 - c. Visibility
 - i. Actively engage in the fellowship of the church
 - ii. Welcome the children each week with a brief review or preview of the current lesson
 - iii. Maintain, schedule and coordinate direction of people and supplies each week

- B. Curriculum and Theology
 - a. Review, evaluate, train, order and distribute curriculum consistent with Zion UCC beliefs upon approval of both MLG and CE Committee
 - b. Coordinate weekly lessons / studies with teachers
 - c. Be a resource for parents & children in their faith journey
 - d. Continue to develop a Biblical familiarity

- C. Administrative
 - a. Coordinate monthly meetings with the Christian Education committee
 - b. Attend all MLG meetings briefly as a liaison
 - c. Coordinate with the office manager for all publicity
 - i. Verbal announcements during church services
 - d. Maintain updated class lists with support of the office manager
 - i. Prepare birthday postcards for the school year
 - e. Prepare the annual report
 - f. Develop a plan for regular office hours and accessibility

- D. Background Check

As a condition of employment, all successful candidates will be expected to complete an on-line Abuse Prevention Training program, and submit to a comprehensive background check using the protocol and resources of the United Church of Christ Insurance Board and its authorized affiliates. A signed release background check form will be required for these expectations.

- E. The Christian Education Coordinator will be accountable to the Senior Pastor; however, the Christian Education Committee will provide direction for the program.

Applications accepted until job is filled.