

**St. Paul United Church of Christ  
Palatine, Illinois**

St. Paul United Church of Christ located in Palatine, Illinois is seeking to hire a part time Christian Education Coordinator. The position calls primarily for providing Christian Education programs for children during our Sunday morning service time and special services. In addition, the position will seek other opportunities that will enhance the children's experience with mission and service. Please see our web site at [St. Paul UCC Website](#) for information regarding the church.

**TITLE: Christian Education Coordinator**

**REPORTS TO: Executive Board**

**PREPARED DATE:**

**SUMMARY**

Position of Christian Education Coordinator provides Christian Education programs for children which will nurture and support children in their growing faith, knowledge of the Bible, participation in service/mission projects, and in their relationship with Christ and with each other.

**ESSENTIAL DUTIES**

1. Select, plan, coordinate, and teach curricula to be used for Sunday School and other special events such as Rally Day, vacation Bible school, relevant service/ mission projects, pageants. Orders supplies and materials following ordering process and copyright rules as indicated.
2. Recruit and train volunteers to assist in Christian Education including Nursery coverage. Provides volunteers with guidance by demonstrating teaching methods, lesson planning and use of available resources as needed to ensure success. Maintains time sheet for those positions that receive a stipend and submit timely to the Church Office Administrator.
3. Welcomes new families to Christian Education and provides an overview of the program(s) and activities. Enrolls new children into the program gathering personal and other applicable information as it relates to learning needs. Keeps records current.

**RESPONSIBILITIES AND TASKS**

1. Maintains solid communication with families and children through various methods including in person, calls, and email.
2. Engages with the Pastor, Music Coordinator, and Pianist/Organist to facilitate the children's participation in worship services.
3. Interacts and effectively communicates with all staff and the St. Paul community.
4. Attends scheduled staff meetings. Attends Spiritual Life Board monthly meeting and provides a report relating to Christian Education. Prepares a report for the church's Annual Report.

5. Develops and reviews existing policies and procedures as they relate to Christian Education and Nursery for submission to the Executive Board.
6. Oversees the organization and inventory of supplies, equipment and furniture in the Christian Education areas, reorders as needed following the purchasing process. Brings forth equipment and furniture needs/concerns to Buildings and Grounds or Administrative Board.
7. Prepares Christian Education budget annually. Monitors expenditures to budget routinely.
8. Ensures proper safety measures are in place for the classrooms and nursery. Brings forth any safety concerns/needs to the attention of Buildings and Grounds and/or Administrative Board.
9. Prepares *Scribe*, announcements, and website information and submits to Church Office Administrator as needed. Examples include marketing of Rally Day, vacation bible school, pictures, and program description / current events on website.
10. Collaborates with other community churches in potential joint activities as opportunities become known; evaluates St. Paul's possible involvement.
11. Prepare and obtain yearly confirmation syllabus needed to support classes. Provide parent(s)/guardian(s) and child orientation process, materials and gathering for confirmation. Keeps parent(s)/guardian(s) informed of child's progress during confirmation.
12. Plans and schedules confirmation retreats (usually two per year) to include permission slips, activities, transportation, food, and materials.
13. Works with Pastor and staff in planning the confirmation service including robes, photographer, and flowers.

### **EDUCATION AND/OR EXPERIENCE**

1. Experience in a teaching environment with children
2. Teaching experience in a religious setting preferred
3. Minimum high school diploma
4. College degree with an emphasis on working with children preferred, but not required.
5. Excellent communication and organizational skills

### **OTHER QUALIFICATIONS**

1. Understands and is respectful of the core beliefs outlined in the United Church of Christ Statement of Faith.
2. Attuned to being well prepared, prompt, appropriately attired and professional.
3. Be accountable directly to lead the volunteers assisting in the classrooms, nursery, other activities, and retreats to provide direction and leadership.
4. Good communication and organizational skills.
5. Has good knowledge of safety practices.

### **PERFORMANCE AND ORGANIZATIONAL FUNCTION**

1. Position reports directly to the Executive Board (Personnel).
2. Personnel performance reviews with a formal evaluation, will be completed on an annual basis.

### **JOB TYPE**

1. Position is part-time.