

LANSING UNITED METHODIST CHURCH
Staff-Parish Relations Committee

JOB TITLE: Christian Education Coordinator

REPORTS TO: Works under leadership and supervision of the pastor

SUMMARY: Foster formation, practice, and growth in Christian faith within the Lansing United Methodist Church congregation and the greater Lansing community, especially among children, youth, and their families. Coordinate (recruit, enlist, train, and support) volunteer leadership for one-time events and ongoing programs of Christian Education for children, youth, and their families. Interpret and publicize the mission of Lansing United Methodist Church to children, youth, and their families in the LUMC congregation and the greater Lansing Community.

RESPONSIBILITIES:

1. Provide leadership, organization, administrative oversight, teambuilding and direction for Christian education programs for children and youth in partnership with the Children's Ministries Team (CMT) and Youth Ministries Team (YMT). Guide CMT and YMT in developing vision, and goals and evaluating programs and events they offer for children, youth, and their families. Attend CMT, YMT, and Church Council meetings to effectively carry out responsibilities.
2. Recruit volunteers to fill teaching, shepherding and substitute positions for Sunday School programming, youth and children's ministry activities, youth groups, and Vacation Bible School. Oversee training designed to enhance the abilities of volunteers to carry out their responsibilities in faith formation of the children, youth, and their families.
3. Oversee budget and expenditures for assigned areas of ministry. Perform reconciliation of expenditures with church treasurer. Draft and coordinate annual budget requests. Train volunteers in procedures for receiving authorization for, and submitting reimbursement for, program expenditures.
4. Become familiar with the overall goals of the congregation and how these goals may be achieved through the congregation's ministry with children and youth. Study the hopes, concerns and needs of children and youth in Lansing to determine how LUMC's ministries might serve them and how they might serve one another as Christian disciples and good neighbors.
5. Help plan and carry out varied and wide-ranging programs with children and youth-including Bible studies, youth group, fellowship, service opportunities, and retreats. Organize and support leadership of Senior and Junior High youth groups and K.A.N. (Kids in Action Now) in conjunction with volunteer adult leaders at least once a month per group. Collaborate with YMT to ensure program offers a variety of age appropriate faith-based activities for youth.
6. Coordinate activities and curricula to assure an effective and integrated program of Christian growth for children, youth, and their families. Research and recommend curriculum for use in Sunday School classes for children and youth. Once curriculum has been approved, order and maintain supplies for use by Sunday School teachers. Help the church use Christian education resources available from the United Methodist Church and other sources.

7. Communicate with children, youth, and their families as well as the larger LUMC congregation and the Lansing community utilizing website, Sunbeam, bulletin boards, periodic mailings email, Facebook and various electronic communications, as appropriate.
8. Direct the Vacation Bible School Program working with CMT and in partnership with All Saints Roman Catholic Church.
9. Serve on Confirmation Team to establish curriculum, programming, and activities related to Confirmation as well as recruiting students, establishing timelines, activities, etc. Confirmation Team will lead the Confirmation process in conjunction with the Pastor.
10. Attend LUMC worship service and be on site for Sunday church school and other activities as appropriate.
11. Be trained in Safe Sanctuaries policies of the Upper NY Conference and of LUMC, and assist the volunteers with children, youth and their families in carrying those policies out in assigned areas of ministry.
12. Participate in staff meetings to coordinate the work of the Christian Education area with all other church programs and activities.
13. Participate in policy development, as required. Recommend changes.
14. Other duties as assigned by the pastor.

QUALIFICATIONS:

1. A personal commitment to Christ, a growing faith, and a passion for children, youth, ministry, and the mission of the United Methodist Church.
2. Strong interpersonal skills interacting with children, youth and their families.
3. Demonstrated ability to organize time, people, and resources.
4. Excellent oral and written communication skills.
5. Bachelor's degree or equivalent life experience required; concentration in Christian Education or Ministry preferred.
6. Leadership experience in local church programming preferred.
7. Background check required.

CONDITIONS:

Hours: 40 hours/week, 12-month position. Includes Sunday mornings, some evenings and some weekends. Schedule to be mutually agreed upon with Pastor to minimize overtime.

Salary: Negotiable at hiring and reviewed annually by the Staff Parish Relations Committee.

Work Evaluation: Evaluated annually by the Pastor with liaison from Staff Parish Relations Committee

Benefits: See LUMC Employee Handbook

Updated: 11/12/17aes