

HUGUENOT MEMORIAL CHURCH

Position Description

Title – Coordinator of Christian Education Ministries

Purpose:

To plan, implement, and coordinate the Christian Education program for the children and youth in Sunday School. The Coordinator of Christian Education will also assist the pastors in the development and implementation of Youth Group, Family Ministry and Adult Education programs. The Coordinator for Christian Education Ministries will work an average of 20 hours per week.

Responsibilities:

To organize and oversee the Sunday School program, including the nursery, insuring adequate coverage and appropriate procedures;

To communicate with students, parents, teachers, boards, and committees and the congregation as needed, and to work with the Christian Education Committee to recruit and train teachers;

To organize an annual review of Sunday School curriculum and present recommendations to the Christian Education Committee, and to acquire curriculum and other needed resources within the approved budget;

To work with the Christian Education Committee, Worship and Music Committee, and other committees and ministries of the church, to plan and implement children's stewardship, mission/benevolence projects, and special events and programs such as the Christmas Pageant;

To assist in planning and implementing Youth Group with the Associate Pastor;

To develop new Christian Education programs in concert with the Associate Pastor, Senior Pastor, and Director of Music Ministry;

To develop the Christian Education budget in concert with the Senior Pastor, Associate Pastor and with the Children's Ministry Committee.

To work with the pastors in program development and implementation of intergenerational and family ministry opportunities; as well as adult education where pertinent.

Relationships:

The Coordinator of Christian Education Ministries is accountable to the Pastor who will review activities on an annual basis.

July, 2018