

Saron UCC
W3830 County Road J
Sheboygan Falls, WI 53085

Job Title: Faith Formation Coordinator
Reports to: Pastor
Part Time: 10 hours per week – 12 months of the year (flexible hours, may include evenings and weekends)
FLSA Status: Nonexempt
Compensation: \$15 per hour

Position Objective: Assist the Board of Christian Education and Pastor in providing programming that supports the spiritual and faith development of children and their families.

Qualifications:

- Must exhibit a faith and possess values supportive of the United Church of Christ and Saron UCC
- Displays sound judgment, a positive attitude and professional conduct, including the ability to maintain confidentiality
- High degree of personal integrity and responsibility, demonstrated through ethical behavior, and regular and reliable attendance
- Possess excellent written and oral communication skills along with strong administrative and organizational skills
- Self-starter who enjoys working with and providing direction to a diverse group
- Be proficient in time management, self-discipline, and independent follow through
- Willingness to attend conferences and workshop as appropriate
- Experience working with children, youth, and families a plus
- Pass a background check and comply with Saron UCC's Safe Sanctuary Policy

Position Responsibilities:

- Assist the Board of Christian Education in researching and selecting Sunday School curriculum, recruiting and training teachers and other volunteers, and implementing vision of the Board as directed by the Board
- Coordinate and work with volunteers to ensure programs already in place are successful
 - Little Disciples
 - Vacation Bible School
 - Christmas Program
- Assist Sunday School teachers as needed
- Primary communication between Board and families, Board and the office
- Curate and/or develop resources for families to use at home (Advent, Lent, Summer) with the assist of the pastor
- Attend Board of Christian Education Meetings
- Meet regularly with the Pastor

If you are interested in applying for this position, submit a letter of interest and resume to Doreen Hanke, Consistory President at the address above or by email to the church office barb@saronucc.org by September 16, 2019.