



Salem United Church of Christ
502 Mark Drive, Verona, WI 53593
SalemChurchVerona.org

Position: Christian Education Director

FTE equivalent .05, minimum of 20 hours/week (year round position)

Compensation: \$15-20k annually based on experience

Please submit letter of interest/resume to: council.hr@salemchurchverona.org

Mission:

To partner with the Board of Christian Education to inspire children, youth, and adults toward an active, joyful and growing faith in God.

Organizational Relationship:

Accountable in all aspects including performance to the Church Council

Coordinator of Nursery Committee

Lead Safe Church Committee

Membership:

Be present and promote attendance and growth for Sunday School, Vacation Bible School and other Christian Education activities and events throughout the year. Be present for worship, Board of Christian Ed meetings and trainings.

Christian Education:

- Provide counsel and leadership for the Christian Education program in consultation with the Pastor and Sunday School teachers
- Develop and/or procure spiritually appropriate, relevant and engaging curricula
- Plan, organize and oversee seasonal events including but not limited to Lenten activities, Vacation Bible School, Advent activities and the Christmas Program
- Create opportunities for intergenerational fun and fellowship which support putting our faith into action; support new program ideas and leaders

Administration:

- Develop an annual budget and manage spending for the Christian Education and Nursery Care programs
- Provide teachers and nursery caregivers with orientation, training, resources and support
- Oversee children's worship resources
- Coordinate Christian Education events
- Coordinate with the Director of Youth Ministry to provide Safe Church Training and maintain Safe Church records
- Promote and publicize Christian Ed activities and Nursery care through printed publications, email, the church website and social media
- Provide Christian Education updates for the monthly church newsletter
- Submit monthly report to Council
- Maintain Sunday School supply room

Sunday School

- Develop an annual calendar of Sunday School events and dates
- Recruit teachers, substitutes and other volunteers as needed
- Schedule and facilitate teacher planning meetings
- Lead monthly Board of Christian Education meetings
- Collaborate with the minister in developing events and programs for faith formation for all ages

Nursery Care

- Develop an active Nursery Committee to provide a safe, nurturing environment for our infants, toddlers and preschoolers
- Schedule Nursery staffing for Sunday mornings and other church events as needed

Qualifications:

- Love and compassion for all children
- Passionate in sharing and spreading God's love
- Creative, energetic, and enthusiastic
- Experienced in education and/or youth ministry
- Ability to recruit, organize, train and sustain volunteers
- Familiar with and committed to the United Church of Christ's focus on social justice, inclusion and affirmation of LGBTQ youth
- Familiar with mental health and other challenges facing young people.
- Comfortable with those having special needs
- Organized and able to manage multiple projects at one time
- Able to work as a team with other staff members
- Dependable, responsible, mature, and self-motivated