

St. Mark's Church, East Longmeadow  
**Christian Education Job Description**

**Job Title:** Christian Education Administration and Special Project Coordinator

**Compensation:** Grant funded position \$20/hour average of 17 hours per month

**Job Tasks:**

**Administration:**

**Annually**

- Develop and distribute Church School Calendar
- Convene Teacher Orientation Meeting
- Update Teacher Contact Lists
- Upkeep of Safe Church Training documentation
- Convene teachers for review and check-in

**Monthly**

- Conduct church school supply inventory
- Purchase necessary school supplies
- Create and submit at least one Church School article for the St. Mark's Newsletter including upcoming lessons (if available)
- Interface with the Rector about plans and events

**Weekly**

- Send weekly reminder/touch base emails to teachers
- Send reminders to parents and students (as needed)
- Oversee arrival of teachers and students on Sundays with scheduled Church School Classes (9-10:30 AM)
- Arrange for coverage of any absent teachers
- Inform Rector of any pertinent information

**Special Projects**

Oversight of planning and implementation of the following yearly events:

- Hands on Holy Week- March or April
- Involvement in weeklong Summer Programming (such as VBS)
- Church School Registration and Orientation – September
- Christmas Pageant- December

**Requirements:**

Undergo Safe Church Certification  
Undergo CORI and Background checked  
Trained with Microsoft Office, Google Docs and Windows  
Strong interpersonal and communication skills  
Experience with project and personnel management  
Comfort with Christian Formation and Education preferred

Contact St. Mark's Church for more information or to apply for this position at 413-525-6341 or [office@stmarksma.org](mailto:office@stmarksma.org)