

## **Christian Education Coordinator**

Congregational Church of Excelsior, MN

The Congregational Church of Excelsior, MN seeks a Christian Education coordinator; a person of faith in God who is able to work comfortably in a United Church of Christ, respecting its beliefs, traditions and values. This part-time position is responsible for working with the Pastor, staff, and volunteers to oversee Christian education for children from preK through twelfth grade, including Sunday morning programs and special family events. This position will report to the Pastor and CE Board, and collaborate with volunteer boards on church-wide programs and other matters. The position requires an understanding and enjoyment of children and families and guiding their spiritual development.

**Usual working hours** – 12 hours a week, primarily daytime hours. Sundays 9-11:30 a.m. are required. Meetings/events at various times including three evenings per month as well as Christmas Eve.

Responsibilities:

- Be the face, soul and spirit of children's spiritual formation on Sunday mornings
- Plan, coordinate, staff and administer significant children's ministry events including nursery, Sunday School, Kick-it (youth group), VBS, confirmation and mission trips
- Development and delivery of programming that will strengthen and grow Christian Education ministry
- Utilize Social Media tools to communicate with parents, children, teachers volunteers and board members
- Coordinate, recruit, train and encourage teachers and volunteers. Purchase materials/supplies and maintain inventories
- Plan and participate in special events and programs; ie. Rally Sunday, Christmas program, Easter, etc.
- Attend daytime staff meetings and other meetings/events as necessary
- Other responsibilities as assigned

Qualifications

- Bachelor's degree in a related field strongly preferred, or equivalent experience in education, religion or a related field
- Prefer at least 3 years experience in church ministry
- Ability to build, lead and empower volunteer teams
- Ability to adapt and evaluate curriculum
- Proficient computer skills including social media.
- Organization, communication (verbal and written) and listening skills, with a high degree of initiative and accountability are important.

Skills and Abilities

- Creative and innovative
- Organized with attention to detail
- Focused on quality
- Team oriented
- Flexible, patient, cooperative, resilient
- Problem-solver
- Strong communicator with well-developed listening, speaking, and writing skills

This part time position pays \$18-\$20 per hour, commensurate with experience.

To apply, please e-mail your resume highlighting relevant experience to [infoccoe@aol.com](mailto:infoccoe@aol.com) or [pastorccoe@aol.com](mailto:pastorccoe@aol.com) specifying CE Coordinator in the subject line.