



First United Methodist Church

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Job Profile: Children's Christian Education Coordinator

Purpose of this Position: Coordinate and expand the First United Methodist Church Christian Education opportunities for children.

- This person must have a strong faith in Jesus Christ grounded in biblical knowledge.
- Must have a joyful passion in living a Christian life.
- Must recognize the critical nature and wonderful opportunity of this position.

Specific Tasks and Duties:

- Work with the Education Commission in the development of a well-rounded Christian Education program using sound theological materials. This position will be the Chair of this committee.
- Keep current with, and use, United Methodist approved materials and curriculum where applicable.
- Develop a program of recruiting and training volunteers in education.
- Work with the Education Committee to develop the Children's Christian Education annual budget to be presented to the Finance Committee.
- Visit with members and constituents to enhance the educational ministries of the Church.
- Initiate and develop the annual Vacation Bible School.
- Coordinate the annual children's Christmas church program and the annual children's Easter/Spring church program.
- Oversee Church involvement in the Iowa Conference Camping program.
- Work with the Missions Committee in the development of a well-rounded mission program, including local, national, and world missions.
- Responsible for maintaining bulletin boards as assigned.
- Responsible for the First United Methodist Church children's Wednesday after-school program.

Spiritual Gifts Needed:

- Discernment • Leadership • Administration • Teaching
- Interpersonal skills

Hours per week: 12 hours a week flexible schedule with a 3 month probationary period.

Attendance on Sunday mornings for worship and Sunday School, at weekly staff meetings (Currently every Tuesday at 11:00 a.m.), and monthly Committee and Administrative Board meetings (Currently the 4th Tuesday of each month from 7:00 p.m. - 9:00 p.m.) included in the schedule.

Pay: \$9,360 per year.

Reports to: The Senior Pastor and the Staff-Parish Relations Committee