

Christian Education Coordinator Contract

revised July 5/17

The CE Coordinator is accountable to the Ministry & Personnel Committee. The position reports to and works within the policies of the Christian Education (CE) Committee. The Coordinator works in concert with the Minister.

RESPONSIBILITIES:

- Ensure that an overall CE strategy is developed and participate in annual planning for the upcoming years' priorities
- Work with CE Committee to determine programming and select resources
- Promote growing participation in CE programs
- Participate in the recruitment, training, and equipping of leaders
- Identify needs of young families in the congregation and community and engage young families to encourage their participation
- Attend staff meetings as requested
- Attend meetings of CE as requested
- Coordinate ordering of supplies and curriculum materials in consultation with Chair of CE
- Ensure an up-to-date record system is maintained of participants in CE programs
- Coordinate appreciation of all leaders annually in consultation with CE Committee
- Refer CE participants needs to the Pastoral Care Team as needed
- Assist in planning of special and seasonal church programs (for example Advent Concert, Summer Picnic) as requested by CE Committee/Minister
- Be a visible, active presence in CE programs and activities
- Be prepared to work under Duty of Care guidelines
- Work with the UCiM Communication team to promote events and maintain a social media presence

SPECIFIC AREAS OF RESPONSIBILITIES:

- CHILDREN'S CHURCH
 - Assist in overall implementation of Children's Church program
 - Be available to lead as a resource person, consultant and/or substitute
 - Arrange class sizes and age grouping for Children's Church
 - Assist families in understanding Children's Church

- TALKING TEENS
 - Assist in overall implementation of Talking Teens program
 - Plan and execute special trips and activities
 - Arrange for special presentations or study groups
- VACATION BIBLE SCHOOL
 - Support a summer camp for ages 4-11 with a vision to move towards a full day, multi week camp
 - Act as on-site leader/coordinator for camp
 - Apply for grants and recruit staff as required

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- A Bachelor of Education degree or 2 years of equivalent work experience
 - Students meeting these qualifications and currently studying in a related area will be considered
- A strong personal Christian faith
- Ability to set goals, initiate new programs and assess results
- Ability to work both independently and collaboratively
- Good interpersonal skills and ability to interact with all age groups
- Organizational and group development skills and ability both to provide and to encourage leadership within the congregation
- Strong professionalism and administrative skills
- Ability to be an innovative, empathetic and friendly leader with a keen sense of fun and commitment to this ministry
- Strong communication (including social media) and technology (computer and AV) skills

CONTRACT DETAILS:

- Start Date: TBD
- Part-time Contract Position: average of 10-12 hours per week with flexibility
- Other responsibilities and additional hours will be negotiated with the Ministry & Personnel Committee, taking into consideration the needs of the church
- The contract is renewable on an annual basis
- Criminal Record Check and Child Abuse Registry Check required
- The CE Coordinator must endorse UCiM's position of inclusivity and being an affirming congregation specifically the LGBTQ community

After the application deadline of September 15, we will only contact those applicants we seek to interview. If you have not heard from us by September 22, we will not be asking you to interview.