

CHRISTIAN EDUCATION ADMINISTRATOR
Position Description
(Part-time, salaried position, averaging approximately 20 hrs/wk)

PURPOSE:

Under the supervision of the Associate Minister, and in collaboration with the Board of Christian Education, the purpose and goal of the Christian Education Administrator is to administer the children and youth programs for First Congregational United Church of Christ.

To accomplish these functions:

1. This person will be in agreement with the First Congregational United Church of Christ's Mission and Vision Statements.
2. This person will communicate effectively with the Board of Christian Education, staff, volunteers, children, and youth.

EXAMPLES OF DUTIES:

This person will be responsible for a full range of duties that include, but are not limited to, the following specific responsibilities:

1. Administer Sunday morning activities and the Thursday evening Logos program for children, youth, shepherds, and teachers. Specific responsibilities include:
 - a. Coordinate activities with the Curriculum, Supply, and Thursday Knight Teams.
 - b. Maintain a database of registration, fees, and attendance.
 - c. Ensure room set-up for teachers, supplies and equipment, assisting teachers as needed.
 - d. Coordinate substitute needs of shepherds/teachers.
 - e. Give written updates/reminders, and make phone calls as needed to parents and children.
 - f. Select acolytes, review reading with children, assist children as needed.
 - g. Communicate with Infant Nursery staff for supply and parental assistance needs.
 - h. Direct children to assigned workshop rooms/classes.
 - i. Greet new families upon arrival to worship.
 - j. Familiarize new families with Sunday morning activities and other church events.
 - k. Keep children's worship bags supplied.
 - l. Nurture family participation
2. Administer a summer program such as, but not limited to, Vacation Bible School and/or Summer Feast, with responsibilities similar to the Logos program (1a-c above).
3. Coordinate costumes and activities for the Christmas Pageant, Easter Sunday, Outreach projects (i.e. Heifer Project) with the Boards of Christian Education and Fine Arts, as appropriate.
4. Coordinate with parents to establish monthly fellowship opportunities for children and families, and encourage participation in the Conference outdoor ministry. [Participation in events not required.]

5. Coordinate with the Youth Council to:
 - a. encourage the youth's participation in the annual Middle and Senior High Conference, and Regional and National youth events. [Participation in events not required.]
 1. Make phone calls as needed to encourage participation of youth.
 2. Obtain, disseminate, receive, and process registration forms and fees with the Conference.
 3. Coordinate with the chaperones before the event for transportation and copies of forms.
 4. Enter event schedules and church bus requirements on the church calendar.
 - b. establish monthly fellowship opportunities for the youth. [Participation in events not required.]
 - c. coordinate youth participation in fundraisers and special church events.

MINIMUM QUALIFICATIONS:

Experience with coordinating and administering events for children and/or youth. Commitment to team work and staff ministry; genuine interest in children/youth/ family ministry; a self-starter and highly motivated; ability to relate to children, youth, and adults; committed to the First Congregational UCC's Mission and Vision; excellent communication skills; support children and youth ministry principles of education, service, worship and fellowship; provide 3 references and undergo and pass appropriate background checks.

SUPERVISION:

This person serves under the direction of the Associate Minister in collaboration with the Board of Christian Education. This person is evaluated annually by the Associate Minister in conjunction with the Board of Christian Education.

SPOKE MINISTRY TEAMS FOR BOARD OF CHRISTIAN EDUCATION

Youth Council Team [Meets with C.E. Administrator and Associate Minister]

Meets monthly

Team Members:

- 4 or more adults, at least two are parents, one reporting to the Board of Christian Education
- 2 or more senior high
- 2 middle school representative

Responsibilities:

1. Plan and implement fellowship events for the Middle and/or Senior High Youth,
2. Plan and implement fund-raising events for the Youth.
3. Plan and implement youth retreats (local and conference), trips, and mission experiences.
4. Determine chaperones/leaders for all activities.
5. Plan a yearly calendar of events.
6. Oversight of Thursday WINGS program and assist Associate Minister in ensuring adult leadership as needed.
7. Evaluation of youth programming.

Children's Ministry Team [Meets with C.E. Administrator and Associate Minister]

Meets quarterly

Team Members:

- 3 or more parents

Responsibilities:

1. Plan and implement fellowship opportunities for children and families.
2. Evaluation of children's programming.

Supply Team [Meets with C.E. Administrator]

Meets quarterly

Team Members:

- 2 or more adults

Responsibilities:

1. Purchase supplies for all children and youth classes for Thursday evenings and Sunday mornings.
2. Supplies placed in rooms on day of event, or given to Christian Education Administrator in advance.

Curriculum Team [Meets with Associate Minister]

Meets weekly until next program year planned.

Team Members:

- 3 or more adults

Responsibilities:

1. Select stories for Sunday morning workshop rotation, review written materials, determine adaptations for FCUCC, and/or generate new curriculum ideas (written by Associate Minister.)
2. Review and select curriculum options for purchase for Thursday Knights, WINGS, and youth Sunday morning classes.
3. Generate ideas for games and recreation for Thursday Knights.