

# **Christian Education Coordinator East Granby Congregational Church, UCC Description of Duties**

## **East Granby Congregational Church Children and Youth Mission Statement**

We are a church that equips our children and youth with a sense of God's presence, guidance, and love. Having fun, learning, building relationships, and growing in faith, they are empowered to serve the world with purpose, compassion, and love.

## **Purpose**

The Christian Education Coordinator:

- Supports and coordinates programs to spiritually engage the youth, Pre-K-8<sup>th</sup> grade, of East Granby Congregational Church, UCC
- Demonstrates the love of God and advocates for the spiritual well-being of the EGCC faith community
- The Christian Ed. Coordinator will uphold the mission statement, covenant and bylaws of EGCC

## **Administrative**

- Prepares and manages budget-related items in concert with the Spiritual Formation Ministry.
- Manages registration of youth for church school.
- Manages safe conduct training for volunteers.
- Communicates contact information for new families to point-of-contact responsible for welcoming and acclimating new members
- Has primary responsibility for paid teachers

## **Leadership Development**

- Oversees, trains, and supports teachers
- Helps recruit and provides support and feedback to volunteers

## **Relationship Building**

- Welcomes and integrates new families to the church school program
- Participates in church events, including coffee hour after Sunday worship, in order to grow relationships with members
- Weekly Email + follow-up with absentees in conjunction with Superintendent
- Communicates with families of youth regarding church school programs

## **Baseline Skills/Qualifications**

- Skills in leadership, communication, technology including social media platforms, public speaking, classroom management, and problem-solving
- A spirited, inspirational, and engaging personality with excellent organizational and interpersonal skills.
- An organized, enthusiastic team leader who enjoys children in an educational

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- setting and is excited to work within a faith community
- Successful completion of a thorough reference and criminal background check

**Responsibilities -- 10 hours/week, schedule flexibility including one Sunday off per month, and fewer hours in the summer.**

**Meetings**

- Attends and reports at monthly Staff meeting, Spiritual Formation Ministry meeting, and Church Council meeting
- Engages in required professional development provided by EGCC through the Southern New England United Church of Christ (SNEUCC)

**Christian Education**

- Plans and implements an annual church school program for the youth of EGCC (in coordination with the Spiritual Formation Ministry and the teachers)
- Teaches and prepares for one weekly class for youth in grades 6-8
- Delivers children's sermon in worship at least twice a month

The Christian Education Coordinator salary range is \$20-\$25/hour dependent on skill and experience.

The offer of Employment is contingent upon the successful completion of a background check.

*For more information and to submit resume',  
please contact Rebecca Dean  
at [office@egchurch.necoxmail.com](mailto:office@egchurch.necoxmail.com)  
or call 860-653-2987.*