

Christian Education Coordinator

Overview: The Bush Creek Church of the Brethren in Monrovia, MD is in search of a Christian Education Coordinator. This will be a person with faith in God who is able to work comfortably with children, youth and adults. This is a part-time position that will work with the Pastor, staff, Christian Education Commission and volunteers. The position requires an understanding and enjoyment of children and families and guiding their spiritual development. They will have an emphasis on follow up with families and individuals attending outreach events.

If interested, please send your resume and a cover letter, including your email address and daytime phone number, to CEC_position@bushcreekchurch.org, **no later than Tuesday, June 30th. (please note new date)**

Position structure:

1. 20 hours per week.
2. Reports jointly to the Christian Education Commission (CE) and the pastor(s).
3. Attends meetings:
 - a. Christian Education, bi-monthly
 - b. Outreach & Evangelism
 - c. Monthly meeting with pastor(s)
 - d. Ex officio participant at Board of Administration meetings, bi-monthly
4. 2 weeks paid time off (pro-rated for PT hours).
5. Holidays (pro-rated for PT hours): New Year's Day; Good Friday; Easter Monday; Memorial Day; Independence Day; Labor Day; Thanksgiving; and Christmas Day. If a holiday falls on the weekend, the day off will be taken on Friday/Monday, the day closest to the holiday.

Requirements:

1. Membership in the Church of the Brethren and regular attendance at Bush Creek Church of the Brethren.
2. Minimum of 30 higher education hours or equivalent 1 year experience in a professional field.
 - a. Courses or experience directly related to education are a "plus."
 - b. Teaching experience desired.

Skills and Abilities:

1. Proficient computer skills including social media
2. Organization, communication (verbal and written) and listening skills with a higher degree of initiative and accountability are important
3. Ability to build, lead and empower volunteer teams
4. Ability to select, adapt and evaluate curriculum

Responsibilities:

1. Child Protection / Risk Management
 - a. Using the Mid-Atlantic District policy as a model, develop and oversee a policy for Bush Creek Church of the Brethren.
 - b. Conduct training on the policy with all adults who regularly work with children and/or youth (i.e., Sunday School, Children's Church Worship, Nursery, Vacation Bible School, Youth Group, etc.).
2. Budget
 - a. Provide input to CE regarding budget.
 - b. Oversee budget for programs under this position.

3. Sunday School for all ages– in coordination with CE:
 - a. Recruit / place Sunday School teachers.
 - b. Select and provide curriculum.
 - c. Create and encourage new bible study groups (i.e. Young adults, Parents/Couples and/or support groups – grief).
 - d. As needed, provide or make available training for teachers.
4. Children’s Church Worship (CCW) – in coordination with CE:
 - a. Recruit / place CCW teachers.
 - b. Select and provide curriculum.
 - c. As needed, provide or make available training for teachers.
 - d. Provide monthly schedule to the Admin. Asst., for the newsletter and weekly announcements.
5. Nursery – in coordination with CE:
 - a. Recruit / place Nursery workers.
 - b. Provide monthly schedule to the Admin. Asst., for the newsletter and weekly announcements.
6. Youth Group – in coordination with CE:
 - a. Recruit Youth Advisers.
 - b. As needed, provide or make available training for advisors.
 - c. Encourage participation in District and denominational youth activities.
 - d. Oversee Youth programs.
7. Vacation Bible School (VBS) Administrator – in coordination with CE:
 - a. Assist in selecting VBS Program and materials.
 - b. Recruit Program Directors.
 - c. Recruit and schedule Station Leaders, Teachers & Volunteers.
 - d. Distribute materials.
 - e. Oversee VBS set up, week of VBS, tear down and follow up with families
8. Seasonal Programs & Community Outreach
 - a. Develop and coordinate new programs that reach into the surrounding neighborhoods.
 - i. Development of marketing materials to promote the program.
 - ii. Implement a follow-up system with families and individuals for all evangelism and outreach events.
 - b. Plan and coordinate children and youth programs that follow the Church Year (i.e. Easter and Christmas).
 - c. Develop and coordinate activities that may be co-scheduled with other planned church activities (i.e. Oyster dinners and Bazaar).