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Education Ministry Job Description

Part-Time Christian Education Program Coordinator

First Congregational UCC, Eagle River, WI

www.ucceagleriver.org

Job Type: Part-Time, Hourly; 10-20 hr/wk

Compensation: Hourly wage, commensurate with experience

Benefits: Flexibility to bring children to church while working

Position Summary:

We are seeking a dedicated and compassionate Christian Education Program Coordinator to oversee and develop educational programming for both children and adults. This position plays a key role in fostering spiritual growth, community, and Biblical understanding within our church family. The ideal candidate has a strong Christian faith, a heart for teaching, and experience working with diverse age groups and volunteers.

Responsibilities:

- **Program Development and Implementation:**
 - Design, plan, and implement Christian education programs for children, youth, and adults, focusing on spiritual growth and Biblical teachings.
 - Select and develop curriculum for Sunday School, Bible studies, and seasonal church events (e.g., Christmas, Easter).
- **Volunteer Coordination:**
 - Recruit, train, and coordinate volunteers to support Christian education activities and events.
 - Provide resources and guidance to teachers, group leaders, and other volunteers.
- **Event Planning:**
 - Organize and lead special events related to Christian education, such as guest speakers, Vacation Bible School (VBS), family nights, BooFest and intergenerational activities.
- **Parent and Community Engagement:**
 - Communicate regularly with parents, congregants, and church leadership about upcoming programs, schedules, and goals.
 - Build relationships within the church community to encourage participation and support.
- **Administrative Duties:**
 - Maintain program schedules, attendance records, and supplies.
 - Manage the Christian education budget in collaboration with church leadership.

Qualifications:

- Demonstrated Christian faith and understanding of Biblical teachings.
- Experience in education or ministry, especially in roles related to children's and adult education.
- Strong organizational, communication, and interpersonal skills.
- Ability to manage multiple tasks and collaborate effectively with church staff and volunteers.
- Must pass a background check.

Additional Information:

This role offers the flexibility to bring your children with you to the church while working, making it ideal for parents who wish to integrate family life with ministry work.

Questions and How to Apply:

For inquiries, call us at 715-802-8501. To apply, send a resume and cover letter to office@ucceagleriver.org detailing your experience and why you feel called to serve in this role.