

Christian Education Coordinator

\$18 - \$20 per hour (part-time) - approximately 5 hours per week

First Congregational Church of Port Washington, WI is seeking a dedicated and caring individual with a passion for faith formation to serve as our Christian Education Coordinator. This role oversees Sunday morning children's ministry, confirmation programs, youth fellowship, and adult and family programs. It's an ideal opportunity for someone who enjoys working with all ages and helping grow a vibrant, welcoming faith community.

Key responsibilities:

- Collaborate with church leadership (lay and clergy) to select curriculum and develop engaging, scripture-based lesson plans incorporating core faith elements into lessons
- Plan and coordinate the annual schedule of classes, events, and service projects
- Lead or delegate classroom setup, instruction, and cleanup; manage program supplies
- Foster teamwork by coordinating volunteers and supporting lesson execution
- Ensure compliance with Safe Sanctuary policies
- Communicate with families and promote programs in partnership with church communications
- Contribute to church publications and maintain educational spaces (e.g., bulletin boards)
- Serve as liaison to Church Council, providing updates, managing budget input, and supporting broader church initiatives

Qualifications:

- Background in education, ministry, or related field (or currently pursuing)
- Availability on Sunday mornings, Christian holidays, and occasional evenings
- Strong communication, organizational, and administrative skills (including Microsoft Word/PowerPoint)
- Experience leading youth and/or adult groups
- Collaborative, self-motivated, and able to work independently
- Demonstrates professionalism, integrity, and reliability
- Ability to speak in front of large group settings.

To Apply:

Please submit a resume and a brief cover letter outlining your interest, relevant experience, and at least 2 references to the church office at Office@portucc.org. Applications will be reviewed on a rolling basis until the position is filled.