

POSITION DESCRIPTION
CHURCH SCHOOL COORDINATOR
FIRST PRESBYTERIAN CHURCH OF CAZENOVIA, NEW YORK

Purpose

The Church School Coordinator uses energy, intelligence, imagination, and love to serve as the primary staff resource person for the church's Christian Education Program for children in accordance with the goals, objectives and policies of the Christian Education Committee of the Session.

Accountability

The Church School Coordinator is a part-time position, approximately 8 hours per week, and is accountable to the Minister in cooperation with the Chairperson(s) of the CE Committee of the Session.

Responsibilities

- 1) Teacher support and maintenance of educational resources (60%)
 - a) Recruits volunteers and substitutes to teach Christian Education in Sunday school throughout the school year and acts as the substitute teacher when necessary. Coordinator will also recruit a leader for Group Sundays or lead the session. All staff and volunteers working with children must have required background checks.
 - b) Works directly and regularly with all volunteer teachers by coordinating program planning, providing advice and counsel regarding age-appropriate lesson plans, resources, and activities.
 - c) Will be present on Sunday mornings, throughout the school year, to greet the children and teachers and provide leadership and support as needed.
 - d) Coordinates, with the guidance of the CE Committee, a Christian Education program for the summer. This could entail recruiting a volunteer to lead program and assisting leader with selecting appropriate lesson material.
 - e) Provides curriculum training annually before fall enrollment for new and returning teachers, with support from the CE Committee and Minister. Other training should be scheduled as appropriate based on the Sunday School Calendar. Training should include child safety training.
 - f) Ensures curriculum and other program material are updated on a regular basis and secures new curriculum and resource material as appropriate after approval from the CE Committee and the Session.
 - g) In collaboration with teachers, works to make classrooms and common areas of the Wendell House bright, colorful and conducive to Christian Education.
 - h) Maintains the Christian education office, library and supply room and program resource materials to provide an orderly, user-friendly environment.
- 2) Promotion of the Sunday school Program (20%)
 - a) Serves as the primary staff person for promoting the Sunday School Program to achieve active participation.
 - b) Annually updates Sunday School Program material used to promote the program for review and approval by the CE Committee and the Session.

- c) Provides printed information regarding our Sunday School Program to prospective and new member families.
- 3) Administrative (10%)
- a) Creates a Sunday school calendar, in collaboration with the church-wide calendar, for review and approval by the CE Committee. The calendar must then be reviewed by staff and coordinated with the Worship & Music Committee and other committees as appropriate. The CE chairperson(s) will take it to Session for approval.
 - b) Coordinates the caregiver coverage for the Nursery. This may entail recruiting a volunteer to ensure necessary coverage is present on Sunday mornings and/or create a volunteer rotation or hire staff. All caregivers must have required background checks.
 - c) Participates fully in all meetings of the CE Committee, staff and other meeting as appropriate to represents the Youth Education Program.
 - d) Meets each week with the Minister to coordinate Christian Education Program activities.
 - e) Coordinates plans for church-related family events with the help of the CE Committee, other Committees, and the staff as appropriate. Past events include: Church-wide Picnic, Confirmation Class, Christmas Pageant and the Annual Ecumenical Vacation Bible School Program.
 - f) Maintains master attendance record which is used in the annual report. Provides information to CE chairpersons as necessary for them to prepare a Christian Education report for inclusion in the Church's Annual Report. Reviews the report along with the CE Committee and the Minister.
 - g) Coordinates Sunday school registration and maintains accurate enrollment records.
 - h) Submits articles and announcements for inclusion in the church newsletter, worship bulletin and maintains bulletin boards in the Meeting House as appropriate.
- 4) Training and Development (10%)
- a) Attends training workshop(s) to enhance and support role as Church School Coordinator.
 - b) Develops and maintains an understanding of CE related resources available at the Presbytery and National Level.
- 5) Other duties as assigned.

Minimum Requirements

- Proven ability to be a participatory member of a team
- Proven ability to recruit and motivate volunteers
- Experience with planning
- Organized
- Good written and oral communication skills
- Comfort speaking in individual and group settings