

St. Andrew's Presbyterian Church

Position Available Coordinator of Christian Education (Maternity Leave)

The Position:

The Coordinator of Christian Education (CE) at St. Andrew's Presbyterian Church, Kitchener is the key individual who, working in consultation with the CE Committee, and with theological guidance from the Lead Minister, provides faith and learning experiences for children, from newborns to grade 5. This position reports cooperatively to the CE Committee and the Lead Minister.

Nature and Scope:

St. Andrew's is a large church with a significant television congregation and many others who view the church as theirs for services provided. St. Andrew's values its children and wants them to be a vital part of the church family. The position is a fulltime position of 35 hours per week and is to cover for a maternity leave starting in the fall. It is expected that the Coordinator of Christian Education is available for a minimum 90% of Sunday mornings, excluding vacation time, while the focus is on children's programs for infants up to grade 5, while supporting the continuing Christian education work of youth and young adult programs in consultation with the Youth Leader and Young Adults Leader.

Responsibilities

The Coordinator of Christian Education will oversee the delivery of ministry in the following areas:

- ❖ recruit and train volunteer teaching staff
- ❖ assist with teaching duties
- ❖ recommend, implement and evaluate education curricula
- ❖ review and develop Sunday School structure and teaching methodology in conjunction with the CE Committee
- ❖ recommend budget requirements in conjunction with the CE Committee
- ❖ plan and coordinate special seasonal programs i.e. Pageants, Summer Program, Family Nights etc.
- ❖ communicate with participants to ensure an open and inviting environment is maintained
- ❖ maintain all pertinent records of participants and families in programs and ensure church office has this information
- ❖ consult with the Leading With Care (LWC) Committee to ensure compliance with Presbyterian Church in Canada (PCC) policy
- ❖ Oversee the Nursery Program and coordinate volunteers

- ❖ document practices and procedures for ongoing programs and special events
- ❖ procure supplies, maintain display boards and announcements in the church bulletin, the website, and via social media
- ❖ submit monthly report and attend Christian Education (CE) Committee meetings monthly as required
- ❖ ensure that the CE program is carried out as approved by the CE Committee
- ❖ ensure all teachers supplies are in place, as needed
- ❖ attend Joint Council meetings to gather information on events etc.
- ❖ organize monthly Family Night events with the help of other committees and interested volunteers

Accountability and Support

This position will work closely with the ministers, music director, youth and young adult leaders and session, to ensure a cohesive approach to program is coordinated within the church. Program delivery will include volunteer teachers, external resources/ organizations, and all members/adherents.

Reports are to be submitted to the CE Committee and the Lead Minister on a monthly basis. Ultimately, this position is accountable to the Session of St. Andrew's Presbyterian Church.

Faith Requirements:

The successful candidate will:

- ❖ have a personal faith consistent with the theology of the Presbyterian Church in Canada
- ❖ be familiar with Presbyterian Church policy, history and beliefs, an innovative thinker, enthusiastic in their work and able to work with minimal supervision
- ❖ be accepting of our congregation's policy of affirming LGMTQ persons up to and including marriage and ordination.

Administrative and Interpersonal Requirements:

- ❖ proven excellent interpersonal and communication skills
- ❖ proven ability to work with others, including staff members, parents, children and lay leadership
- ❖ related work experience
- ❖ excellent English communication - verbal and written – and presentation skills
- ❖ excellent computer skills [proven knowledge of: Microsoft software applications; internet browser usage; desktop publishing; social media)
- ❖ legally able to work in Canada

- ❖ provide formal documentation substantiating an acceptable recent Police Records Check
- ❖ hold a valid driver's license

Educational Requirements:

- ❖ some post-secondary education or equivalent experience

Interested applicants, please forward a resume and cover letter to:

e-mail: humanresources@standrewskw.com

Fax: 519-578-6730

Mail: St. Andrew's Presbyterian Church
54 Queen Street North
Kitchener, ON N2H 2H2

Attn: Human Resources Committee

Check out our website at <http://www.standrewskw.com/>