

Position: Sunday School Coordinator

First Presbyterian Church Champaign

This job description reflects the position as it was, and hopefully will be, following the interruption of life by the COVID-19 pandemic. Currently, a small team of clergy, musicians and tech personnel meet weekly to record the Sunday service which is streamed via our website, YouTube and Facebook on Sunday mornings. During the recording sessions every precaution is taken to maintain social distancing, using masks and following all recommended safety procedures.

The Sunday School Coordinator will assist and support the Director of Children, Youth, and Family Ministries in carrying out the ministry's mission: To serve as partners in the building of faith foundations for future generations by developing culturally sensitive reformed Christian programming for the community.

Primary Job: Assist the Director of Children, Youth, and Family Ministry in providing leadership for Children's Ministry (aged birth-5th grade), Youth Ministry (6th -12th grades), and Family Ministry programs.

Job Specific Responsibilities:

- Assist the Director in training and equipping adult volunteers through workshops, providing hands-on experiences, and one-to-one mentoring.
- Communicate about the Sunday school program with the congregation, specifically parents and youth, through the church newsletter, the church website, social media, texts and other means.
- Attend CYFM team meetings, staff meetings, and other meetings as requested by the Director.
- Keep regularly scheduled weekday office hours to manage paperwork, phone calls and to provide an opportunity for meetings and consultation.
- Coordinate the Sunday morning education program for preschool through 12th grade. Schedule volunteers and obtain supplies needed.
- Be present Sunday mornings to help run the education program.
- Assist in the coordination of vacation Bible school in the summer.
- Assist in planning and implementing "easy entry" events for inviting new children and youth to the church.
- Other duties as assigned

Qualifications:

Demonstrates a personal relationship with Jesus Christ
Experience in Christian education
Ability to recruit, organize and equip volunteers
Leadership experience and ability to take initiative
Experience with social media and computer software
Interest or experience in working with culturally diverse groups
Being bi-lingual in English and French would be a plus.

Part time, 20 hours per week, salaried position.

Position reports to the Director of Children, Youth and Family Ministry

**To apply, please submit a cover letter, resume and three references
to cyfsearch@firstpres.church**