



Coordinator of Christian Education Flemington Presbyterian Church

Goal: The goal of Christian Education is to strengthen and deepen our relationship with God and to experience God's grace through Jesus Christ. To accomplish this, the guiding principles include:

1. Partnership of family and congregation: our congregation works in partnership with the home in creating faith nurturing experiences.
2. A life-long process: our congregation engages people in the life of the church and its ministry, which strengthens and deepens their faith throughout every stage of their lives.

Position:

Provide coordination, leadership, and program development for the Christian Education Program of the Flemington Presbyterian Church, with an emphasis on family educational ministry. Expected work hours are 20 hours per week.

Primary Responsibilities:

- Coordinate, advise, and staff Youth Group programs.
- Assist the pastor in leading the Confirmation class.
- Schedule opportunities for fellowship, learning, and service among Middle School and High School age youth.
- Coordinate with various committees of FPC (i.e. Worship, Outreach, Deacons, Fellowship, Volunteers in Mission (VIM)) to increase participation of youth in all areas of church life.
- Use appropriate media to promote, advertise, and celebrate the Christian Education offered at FPC. Includes updates to church website.
- Assist during worship service and seasonal celebrations as directed by the Pastor.

Secondary Responsibilities:

- Support the programs of the Sunday School, which includes acquiring and organizing supplies, as necessary.
- Assist with the Sunday School curriculum in cooperation with the Christian Education Committee and the Pastor.
- Assist with the annual Vacation Bible School in cooperation with the Christian Education Committee.

Accountability:

- Report directly to Head of Staff (Pastor) & Personnel Committee.
- Improve and learn new skills through ongoing training opportunities with the approval of Session, CE, and Pastor.
- Must report weekly time sheet as an hourly employee.
- Participate in a performance/personal development review with the Personnel Committee and Pastor.
- Serve as a liaison with the Christian Education Committee

Qualifications:

This person should have a caring and nurturing personality combined with a belief in the mission of FPC and a belief in the saving grace of Jesus Christ. Demonstrate leadership and organizational skills. Minimum associate's degree, bachelor's degree preferred. Further qualifications would include certificate in an appropriate field (Youth Ministry for example). Be able to effectively communicate with all church members and have a connection with youth that will engage and motivate them. Excellent written and verbal communications skills, conflict management skills, and computer skills required.

If you are interested in applying, please send a cover letter and resume/PIF to:

Flemington Presbyterian Church
Attn: Personnel Committee
10 East Main Street
Flemington NJ 08822

or send them by email to office@flemingtonpres.org

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