Job Posting for Director of Christian Education, FCC Milton, MA

Part Time, 10-20 hrs/week
Work from home, flextime
Must Work Sundays

Director of Christian Education
First Congregational Church, Milton, MA is seeking a part-time Christian Education Director to lead our successful existing Nursery through Senior High Christian Education program. We seek a person who will be energetic, open-minded, positive, organized and who possesses a spiritual faith consistent with the philosophy and teachings of the United Church of Christ.

Primary responsibilities:

- Working with the oversight of the Board of Christian Ed.: Plan, coordinate, organize, support, lead, and grow the nursery through senior high education program.
  - Organize and coordinate annual registration process
  - Keep attendance records, and maintain an accurate and updated database using Fellowship One program
  - Prepare curriculum, utilizing the {name here}, and provide oversight and support to ensure the curriculum is incorporated into the weekly lessons
  - Seek teachers and substitute teachers when necessary from the church congregation
  - Facilitate and lead teacher training, meetings on class and curriculum preparation, as needed
  - Order, organize, and distribute curriculum materials to teachers
  - Prepare church school calendar
  - Organize and Coordinate Special Events, ie, Christmas Pageant, Teacher Appreciation, Children's Sunday, Palm Sunday, Easter, etc.
  - Coordinate a youth choir, Chimes choir, or other music related groups for inclusion in some church services and special event programs; maintain communication with the Minister of Music, FCC Milton.

Additional responsibilities:

- Coordinate resources for the Youth Group, the Confirmation Class, and the First Communion Class. Provide support for the teachers of each. May include occasionally leading events/classes as needed.

- Communicate all Christian Education activities and correspond with parents and the congregation as appropriate using a variety of mediums, i.e. social media, email, posters, mailings, newsletter etc.

- Attend monthly Christian Education Committee meetings

- Plan and review annual budget with the Board of Christian Education and discuss needs and requirements.

- Review programs with Christian Education committee to assist in developing the next year's overall goals, plan & objectives, and curriculum.
• Work with Pastor and CE Board to identify ways to encourage attendance and promote our Christian Education program throughout our surrounding communities.

• Stay abreast of current trends in Christian Education and programs and share learning’s with the Board of Christian Education. May become involved in the New England Association of United Church Educators (NEAUCE).

Qualifications (required):
• Bachelor’s Degree in a related field and five years related experience OR 7-10 years direct experience
• Personal commitment to the Christian Faith.
• Experience in teaching, administration and supervision.
• Proficiency with databases, Microsoft Word and social media programs and tools
• Strong administrative, communication, leadership, and motivational skills

Qualifications (preferred):
• Academic training in education and theology.
• General marketing perspective that will assist with the continued growth and development of our educational programs
• Experience in the church in either volunteer or professional position

Financial Compensation to be Commensurate with Qualifications
First UCC Milton is an open and affirming congregation and is an equal opportunity employer