

## Christ United Methodist Church

### JOB OVERVIEW

<b>JOB TITLE</b>	<b>Christian Formation / Family Life Coordinator</b>
<b>DEPARTMENT</b>	Christian Formation Department
<b>LOCATION</b>	Christ United Methodist Church / 1232 National Rd. / Wheeling, WV 26003 / <a href="http://www.christwheeling.org">www.christwheeling.org</a>
<b>REPORTS TO</b>	Janet Joseph, Chair of Staff/Pastor-Parish Relations and the Reverend Jacob (Jake) Steele
<b>RESPOND TO</b>	Janet Joseph ( <a href="mailto:info@christwheeling.org">info@christwheeling.org</a> )

### GENERAL JOB DESCRIPTION

**The Christian Formation/Family Life Coordinator will direct a broad-based Christian education ministry that will involve children, youth, and their families by developing, implementing and facilitating programs and activities of fellowship, utilizing creativity and innovation in the introduction and execution of programs and events.**

### DUTIES & RESPONSIBILITIES

- Support the ministry of children and youth by enhancing existing programs for and developing new programs.
- Encourage and promote spiritual renewal opportunities through special events and family gatherings.
- Delegate and support volunteers to work with the children and youth of the church.
- Assist with leading and planning worship for special occasions that would involve children and youth.
- Be the primary youth Sunday School teacher, as well as reaching out to others within the congregation to assist.
- By using the vehicle of Children's Church (Hands Up, Hands-On, Hands Out), regularly collaborate with the Pastor and staff (Children's Choir Director) to integrate sermonic themes with children's programming in order to deepen a path of discipleship, broaden connections among families, and serve in mission together.
- Participate in community Young Life activities.
- Assist in driving age-appropriate but related material for the children of parents who gather for small group Bible studies.
- Assist with the administration of the Confirmation class.
- Serve as a staff resource to other staff members and to the committee for Children's Christian Education.

- Engage the youth relationally, spiritually, and socially such that each young person feels known and is involved to the level that they choose to be.
- Develop a ministry of presence to children and youth by attending activities outside the church, which may include school plays, music performances, sports activities, etc.
- Help organize and support the Out-the-Pike Vacation Bible School.
- Develop and keep updated lists of children and youth within the church that would indicate their ages and interests.
- Follow the Safe Sanctuary Policies.
- Following the initial background check at the time of hire, a renewed background check, paid for by the church, is requested every four years.

For the Part-Time position, an adjustment would be made to the above responsibilities.

### EDUCATION & TRAINING

Bachelor's Degree in education and or education, training, and experience in Christian Education.

### KNOWLEDGE & EXPERIENCE

Knowledge of current resources and models for Christian Education.  
 Up to date on current events that would impact our youth.  
 Experience working with young people, children, and youth.

### SKILLS & ABILITIES

Communicates clearly in writing, in person, and on the phone.  
 Computer literate.  
 Demonstrates administrative and organizational skills.  
 Creative problem-solving skills.  
 Maintains confidentiality of information.  
 Commitment to Christ-centered spiritual development.

### WORKING CONDITIONS

<b>WORK ENVIRONMENT</b>	A warm, friendly Christian work environment that supports the mission of becoming <i>“Richer in Spirit, Warmer in Fellowship, Deeper in Discipleship and Broader in Mission and Service to the World for the sake of Christ Jesus.”</i>
<b>HOURS / SHIFTS</b>	Full time - 40 hours per week, expected to work Sundays. Part time - Hours to be discussed at time of hire.
<b>SALARY AND BENEFITS</b>	Full time - Competitive salary and benefits. Depending on favorable reviews, the successful candidate may expect annual increases in salary.

**CHURCH  
COMMITMENT**

A three-year commitment would be made by both the church and the candidate. The commitment will be memorialized in a written agreement.