



Christian Education Coordinator

At Northminster, we view Christian Education as an opportunity to explore our faith together in a nurturing community of believers. In Christ, we open our minds and hearts to the important tasks of learning about God through Scripture and experience, and applying that knowledge to our everyday lives. We believe this all takes place in a space that offers radical hospitality, abundant welcome, and a safe space to gather, to question and to grow.

This position is supervised by the Pastor, and accountable to the Session. It is a part-time position, averaging 20 hours per week, with flexibility around travel and chaperone responsibilities. Salary will be \$15,500 per year. Benefits also include 10 paid holidays (New Year's Day, Martin Luther King Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas day and New Year's Eve. Holidays falling on a Sunday and Christmas Eve are negotiated around programming schedules and needs).

Program Responsibilities:

In partnership with the Education Ministry team

-Serve as a primary planner, coordinator and director of Wednesday Evening classes for all ages (children, youth and adults) most Wednesdays September-November and January-May. This could include recruiting volunteers to teach, recruiting participants, training volunteers, selecting and/or composing curriculum, and other responsibilities associated with Wednesday Evening programming

-Work with the Pastor to coordinate regular worship participation from children and youth, including worship aides for children, children's sermons during worship and securing opportunities for children and youth to assist with worship leadership

-Serve as primary planner, coordinator and director of Youth Programs for youth in grades 6-12 (which includes/overlaps with Wednesday Evening programming). This may include planning service projects, retreats, mission trips, summer conferences, regular fellowship events and others activities, in coordination with youth and their parent(s)/guardian(s) as well as additional adult youth advisors.

-Working as primary planner and leader for summer education programming, which may include Summer Music Camp/Vacation Bible School, youth summer events and conferences, opportunities for intergenerational and adult fellowship events

-Support Northminster's ministry efforts serving the community, volunteering with church members, navigating community resources and educational opportunities, coordinate participation and publicizing opportunities to all ages

Administrative and Supervisory Responsibilities:

-Work with the Pastor and Education Ministry Team Chair to oversee the Christian Education budget

-Supervise volunteers with Wednesday Evening programming, Youth Advisors, youth event chaperones and summer education programming

-Attend monthly Education Ministry Team meetings

-Attend regular staff meetings

Current members of Northminster Presbyterian Church will not be considered for this position.