

# CONGREGATIONAL CHURCH OF HOLLIS

## Interim Christian Education Coordinator Job Description

**The Interim Christian Education (CE) Coordinator assumes a leadership role in the assessment, planning, and implementation of the Christian education of children within the congregation and greater Hollis community.**

**Accountability:** The Interim CE Coordinator reports to the Lead Pastor and works collaboratively with the Lead Pastor and the CE Board to ensure cohesive educational ministry for the church.

### **Responsibilities:**

- Organize and coordinate curriculum and leadership for the Nursery and Sunday School program (infants through grade 7).
- Assist the Lead Pastor with planning Confirmation, Youth Group, and Adult activities as needed.
- Recruit, train and nurture volunteers for Christian Education programs, including additional annual events sponsored by the CE Board.
- Participate in monthly CE Board meetings and weekly staff meetings.
- Maintain CE budget, contact and attendance records.
- Submit articles to The Chimes (monthly church newsletter) and weekly Sunday bulletin as appropriate and necessary.
- Work cooperatively with other church boards and staff to fulfill the church's mission.
- Ensure compliance with the Safe Church Policy within the Christian Education Program.

**Qualifications:** This individual should demonstrate that s/he leads a life of faith and has an understanding of the ministry of the church, and has at least one year of theological training. This position may be filled by a lay, commissioned, or ordained person. Strong communication, organizational, interpersonal, and motivational skills are key. Creativity, flexibility, and the willingness to work on projects as needed are essential.

### **Terms:**

- Hours: (part-time, flexible) 15-25 hours per week including Sunday mornings and consistent weekly office hours. Overnight accommodation negotiable if needed.
- The anticipated duration of this interim post is 9-18 months, subject to the needs of the congregation, which is engaged in a Strategic Planning process to discern its leadership structure for the long-range future.
- Salary: \$15,000 - \$25,000 per year based on education, experience and AUCE guidelines.

**Please submit CV/résumé to: Mr. Peter Spooner, c/o The Congregational Church of Hollis, 3 Monument Square, Hollis NH 03049, or at: [paspooner@yahoo.com](mailto:paspooner@yahoo.com).**