

Part-Time Christian Educator Job Description (6/7/2016)
Lyme Congregational Church, Lyme, NH

Position Purpose:

The Christian Educator will be a self-starter who is responsible for the ministry of children, youth and families within the congregation and greater Lyme community. The primary focus of this ministry is to grow and organize programs that educate youth and families in ways that promote faith formation and service opportunities. The culture of our work is team and faith based. The Christian Educator will be directly responsible for leading programs, and will recruit, train and supervise volunteer teachers and leaders.

Primary Responsibilities:

- Organize and teach Sunday School and mentor and encourage lay teachers
- Provide leadership in the assessment, planning and implementation of the ministry to children, youth and families in the congregation and greater Lyme community (nursery school through eighth grade)
- Work collaboratively with the Pastor and staff.
- Initiate, coordinate, participate and evaluate the development of a variety of Christian educational experiences for children and families

Other Responsibilities:

- Coordinate children's and youth involvement in worship
- Provide teacher support and training
- Prepare a monthly calendar
- Communicate with young families about programming
- Contribute articles to the monthly "Lyme Church and Community Newsletter"
- With the Pastor and Christian Education Committee, serve as a resource person in the area of curriculum and related materials
- Insure that all children's and youth programs operate under safe church guidelines
- Attend weekly staff meetings with the Pastor
- Attend monthly meetings with the Christian Education Committee and the Church Board
- Submit an annual budget to the Trustees
- Prepare an annual educational ministry report
- Participate in continuing education

Qualifications:

This position may be filled by either a lay or ordained person. Minimum qualifications include a Bachelor's degree and experience teaching or working with children and youth. Commitment to the Christian faith is essential. Strong communication, organization, and motivational skills are important.

Terms: This is a salaried part-time position, 15 – 20 hours per week.

Please send a letter of interest and resume to

Part-time Christian Educator
Lyme Congregational Church
PO Box 27
Lyme, NH 03768
Or by email to LCC@nhvt.net

Include the following:

- Education, church experience, work and relevant volunteer experience including title, dates, description of duties, duration (and reasons for leaving if appropriate)
- Three References including names, addresses, telephone numbers, email addresses and capacity in which you know the reference. (At least one reference should be familiar with your church experience.)