

Please apply by sending a resume to [info@colpres.org](mailto:info@colpres.org)  
Applications received by July 15, 2010 will receive priority

## JOB DESCRIPTION

**JOB TITLE:** Christian Educator

**REQUIREMENTS:** Experience in congregation, Christian Education ministry  
Christian Education courses or equivalent training  
Presbytery approved background check

**JOB SUMMARY:** Continue to develop Sunday School ministry for elementary and pre-elementary children at Chain of Lakes Church, a New Church Development sponsored by PC(USA). This is a 12 month contractual position. Each party may discontinue the contract with 30 days notice

**SALARY:** \$500 a month for an average of 8 hours a week  
Professional support which will include:

1. Attendance at A.P.C.E. conference
2. Participation in Presbytery Sexual Misconduct Prevention Training
3. Participation in ongoing Continuing Education events as approved

*Participation in Continuing Education events does not count towards weekly hours*

### JOB RESPONSIBILITIES:

#### A. Develop, plan, promote and implement Sunday School

- 1) In partnership with Education Team, recommend and implement Sunday School curriculum
- 2) Teach as needed
- 3) Arrange for substitutes

#### B. Provide Administrative support for Sunday School

- 1) Staff Education Team
- 2) Work with Education Team to discern and invite Teachers and Helpers
- 3) Supervise and equip Sunday School Teachers
- 4) Manage details of Sunday School, e.g. develop a weekly schedule, coordinate supplies, keep attendance, troubleshoot problems as they occur
- 5) Participate in end of year Education ministry evaluation
- 6) Attend Staff meetings
- 7) Implement congregation's child protection policy

#### C. Build, Nurture relationships with families with children and congregation

- 1) Help plan occasional special activities for Sunday School
- 2) Stay in touch with children and families who miss Sunday School
- 3) With pastor follow-up with new participants in Sunday School
- 4) Plan and participate in Outreach Activities

#### D. Wider church participation

- 1) Participate in Presbytery Christian Education activities

**ACCOUNTABILITY:** Will be accountable to the Steering Committee of Chain of Lakes Church through the church's Education Team. The person will be supervised by the Organizing Pastor and will be evaluated by the Steering Committee through the Personnel Team.

### PERSONAL ATTRIBUTES:

- a) Vital, growing, relationship to God
- b) Commitment to the Purpose Statement, Core Values, and overall ministry of COL
- c) Love of children
- d) Excellent interpersonal skills
- e) Self-motivated and willing to work in a team-based atmosphere
- f) Detail oriented

### Purpose of Chain of Lakes Church:

We are called to be an authentic, Christian community where:  
strangers become friends  
friends become disciples  
disciples impact the world