

Christian Education Coordinator at The Wyoming Presbyterian Church, Millburn, NJ

Wyoming Presbyterian Church, a 320-member suburban church located 20 miles west of NYC, seeks a part-time coordinator of Christian Education. The CE Coordinator will provide leadership and support for children and youth formation, ages infant through 7th grade. The CE Coordinator will coordinate educational offerings, with a particular focus on integrating missional opportunities into programming for children and families, collaborating with the Christian Education committee and Pastor. Strong interpersonal and communication skills essential. 10-12 hours a week. Salary commiserates with experience. To apply, please send cover letter and resume to Elder Kathy Handelman at khandel4@gmail.com.

Responsibilities:

- 1 Coordinate and oversee church school educational programming, including volunteer staff, each Sunday (September thru May)
2. Organize and support and equip the volunteer church school teaching teams for preschool – 7th grade
3. Work with Christian Ed committee and the Pastor to identify appropriate curricula for educational levels; order and distribute curricula.
4. Recruit teachers for all levels.
5. Order and maintain all church school and Christian Ed program supplies.
6. Coordinate and oversee any paid childcare providers.
7. Provide leadership and coordination for annual children's events, such as: Christmas pageant, Sights and Sounds event, Easter Egg Hunt, Pancake dinner for Fat Tuesday, Invite a friend to church day, MLK day events, Once a month mini-mission project (which might include a movie night).
8. Develop fellowship opportunities for children throughout the year together with the Christian Education committee and Pastor.

Qualifications: The successful candidate will

Possess a strong Christian faith and beliefs compatible with the Reformed/Presbyterian theological tradition.

Be committed to children's spiritual growth and meaningful participation in the life of the church.

Demonstrate excellent oral and written communication skills.

Demonstrate adaptive leadership skills and pastoral instincts.

Work well as part of a team.