

Encounters Coordinator: Children and Youth/Church School Coordinator

Mount Auburn Presbyterian Church

MAPC Mission Statement:

"We share a sense that God has called Mount Auburn to preach and teach a liberating, progressive theology as we design our worship and educational programs. We are part of a tradition that is "always reforming," and expect God to speak not just to us but also to other people, to different traditions and to each new generation. We value process theology, an open-ended theology, focused on God who is a living creative, dynamic being, not captured by scriptures or our historical creeds. As one joins this congregation, we prefer not to ask, "Do you accept Jesus as your Lord and Savior?" Rather, we prefer to ask, "Will you serve God as revealed in the life and ministry of Jesus?" We find the compelling reference to God for us was the life and ministry of Jesus who differs from us in faithfulness, but not in human experience."

Purpose:

- This person will provide leadership in a Christian Education program within a faith community that is rooted in Progressive Theology.
- They will sustain a supportive, stimulating program of teaching, learning and involvement for all children and youth within the church community.
- This person will work closely with the Pastor and the Encounters Committee.
- This person will work with the broad-based support that is currently present in the congregation.

Qualifications:

- Experience in curriculum development and instructional strategies (Must have a teaching background and /or CE experience)
- Knowledge of faith development
- Knowledge of inclusive and progressive theology (social justice issues) within various curricula
- Knowledge of child development
- Excellent organizational, administrative, promotional and interpersonal skills

Responsibilities:

- Work with the Pastor to plan and assess Encounter's curriculum and programming

- Work with the Encounter's Committee to implement the curriculum. (A three year cycle has been created)
- Work with other MAPC committees where and when appropriate
- Select and order supplies, and curriculum materials for primary through 12th grades
- Arrange training opportunities for teachers
- Serve as a substitute teacher as needed
- Be responsible for the educational facilities: assess plant needs, insure that rooms are cleaned and organized, monitors plant safety, and coordinates decorations
- Keep records of the children and youth: names, addresses, birthdays, etc.
- Coordinate special programs, including: Intergenerational Sundays (2 per year); Confirmation class; Stewardship Sunday programs; Encounter's Open House
- Assess financial needs: develop, propose, and administer the budget of the Encounters Committee
- Attend Encounters Committee meetings to discuss, plan, and organize events for Adult Encounters. Planning and development of Adult Encounters is shared between committee members and the Coordinator. The Coordinator is responsible for the promotion of events and logistical/technological support for Adult Encounters on Sundays.
- Be present on Sundays to oversee and facilitate Encounters
- Communicate information to parents and the congregation via the Bulletin, the Beacon, Sunday Announcements and the Annual Report

Terms

- Salary is \$12,480 per year (12 hours per week @ \$20.00 an hour)
- 2 week vacation (prorated)
- Money will be provided for continuing education

Review:

- 90 day assessment
- Terms and responsibilities subject to modification, on the basis of annual performance reviews conducted in the fall by Administration Committee

Applicants please email a letter of interest and a resume to **Carl Ward** cward@zoomtown.com