**Granbury Church of Christ**

**Hiring Description**

***Job Title:***Children’s Education Coordinator

***Accountable To:***Children’s Minister

***Primary Function***

The primary function of the Children’s Education Coordinator (CEC) is to assist the Children’s Minister in developing and executing the children’s education program for children, birth through 5th grade. The CEC develops or selects curriculum, coordinates teacher resources and assists in preparing classroom teachers.

***Essential Job Functions***

1. Serves as part of a team of ministers, staff and volunteers in the operation of a children’s ministry, including regular services and periodic special events.
2. Develops or selects curriculum for the children’s Christian education program that is part of the church’s Sunday and Wednesday service schedule.
3. Coordinates teacher resources for conduct of classes.
4. Assists the Children’s Minister and Department Coordinators with the recruitment, training, and development of volunteers as needed.
5. Assists with the use and proactive upkeep of children’s ministry facilities and grounds.
6. Grows professionally by attending continuing education and local networking events.
7. Performs other duties as assigned.

***Education and Experience***

Possession of a teaching or related degree is preferred. Responsible ministry experience may be substituted for education, as appropriate. Volunteer experiences in Children’s Ministry are beneficial.

The successful individual should be a leader and a team player with a solid work ethic, a passion to teach children about God, and the willingness to follow the direction of the Children’s Minister and the eldership. A working knowledge of creative programming related to children’s education and special events is desirable.

***Standards for Ministry***

* **Faith** – Have a passionate faith in God, must have been baptized by immersion for the remission of sins, and be committed to his/her own spiritual growth and of members of Granbury Church of Christ. He/she must possess a strong commitment to the lordship of Christ, the leading of the Spirit, the authority of Scripture, and a strong appreciation for the heritage of Churches of Christ.
* **Love for Family** – Lead, love and/or serve his/her family faithfully. He/she must place a premium on the time and attention given to his/her family, rivaled only by devotion to God.
* **Love for the Church** – Committed member of the fellowship of believers at Granbury with an appreciation for its unique heritage and traditions.
* **Leadership –**Take the leadership role in casting a vision, setting goals, and bringing children’s education to a higher level of effectiveness.
* **Relationships** – The Children’s Education Coordinator must desire and be able to establish healthy, strong personal relationships with members at Granbury Church of Christ.

 ***Work Schedule***

The CEC is expected to work a part-time, flexible schedule to be developed with the successful candidate.