



Christian Education Coordinator

Congregational Vision Statement

We are empowered to worship, to assist our church family through life's journey, to extend the hand of service and to invite others to faith.

Summary of Role:

The Christian Education Coordinator organizes the efforts of the Christian Education Ministry along with the Christian Education Secretary/Treasurer and Sunday School Superintendents.

The coordinator also represents this Ministry on the Council of Church Ministries.

Reports to:

Church Chairperson

Ministry:

Christian Education

Term

2 years

Type

Elected

Typical Meeting Frequency

Council meetings occur on the first Tuesday of every month.
Ministry meetings are scheduled by the Coordinator.

Membership Requirement

Active Attendee

Screening Requirements

Police Background Check required (new or on church file for less than five years)

Recommended Skills:

- Communication
- Organization
- Teamwork
- Willingness to Learn

Responsibilities

Responsibilities as Coordinator of the Christian Education Ministry

- The Coordinator calls meetings of the Christian Education Ministry, and sets the agenda.
- The Coordinator serves as the default representative of the Christian Education Ministry at Council meetings and for congregational announcements, etc.
- The Coordinator will prepare and submit a monthly report for Council meetings by a due date set by the Chairperson or designate.
- The Coordinator writes an annual report for inclusion in the report books.
- Collaboratively with the rest of the Christian Education Ministry and the Council of Church Ministries, the Coordinator is responsible for developing a ministry plan and budget at the end of each year for inclusion in the Annual Church Plan and Budget.
- [A schedule of responsibilities for this position is available as a separate document.]

Shared Responsibilities as a Member of the Christian Education Ministry:

- This Ministry shall coordinate the total educational program of FMC, including Sunday school, Vacation Bible School (VBS), weekday Bible studies, and FMC-sponsored weekend activities. To accomplish its tasks the Ministry will recruit Sunday school teachers, VBS teachers and others.
- This Ministry supervises such related services as the Church Library, and encourages the reading of church literature and Conference publications.
- This Ministry keeps open lines of communication with Menno Simons Christian School and Conference schools with which we are affiliated.
- The Ministry also is responsible for the making and preservation of church records.

Shared Responsibilities as a Member of the Council of Church Ministries

- Upholding the Confession of Faith and the Constitution of FMC,
- Aiding the Pastoral Ministry in ensuring the well-being of the church,
- Giving direction to, supporting and coordinating the work of the various church Ministries,
- Ensuring that FMC is appropriately represented at such Conferences of which it is a member, along with the Mennonite Central Committee, and such projects to which it commits itself, and that the Church fulfills the obligations inherent in such membership,
- Appointing such individuals and/or committees it may deem necessary to advance the work of the church, including the appointment of an auditor or financial review committee,
- Being sensitive to potential problems that may harm the work and life of the church, seeking to prevent such problems, and being alert to opportunities that may enhance the work,
- Presenting an annual Church ministry plan, and directing the preparation of a budget based on the work of the Ministries for consideration and approval of members at the annual general meeting,
- Nominating members of the Gift Discernment Committee for election in March/April of each year, and
- Offering Pastors a salary consistent with Conference guidelines.