

# Educational Coordinator

## **Description:**

The Educational Coordinator will work closely with the minister, youth and worship coordinators to develop and implement lesson curriculum and themes. He will organize and administer educational programs, activities, and events that will enhance Christian education and spiritual growth for all ages within the entire congregation at Warrensburg Church of Christ.

## **Responsibilities:**

1. Help develop and achieve goals and objectives for Christian education Programs and spiritual growth at all levels in coordination with the minister and other appropriate coordinators.
2. Assess educational needs for all ages and recommend resources and activities that meet these needs.
3. Help identify and test for effectiveness and age-appropriate level curriculum needs; whether commercially produced or locally developed.
4. Help identify and plan for both; on-going, short-term or one-time educational programs and events.
5. Recruit and motivate lay teaching volunteers by coaching and strengthening their teaching abilities. This will include providing opportunities for in-house, as well as outside training and mentoring.
6. Oversee the church library, with the assistance of other recruited volunteers by providing and maintaining Christian educational resources and materials, i.e. books, videos/DVDs, and other media.
7. Meet and coordinate with other church leadership regularly to relay budgetary requirements and mission objectives.

## **General Responsibilities:**

1. Be a regular attending member of Warrensburg Church of Christ.
2. Attend the monthly leadership/men's meetings, and any other meetings requested by the minister.
3. Meet regularly with the minister as needed at a time mutually agreed upon to discuss the requirements and any planned activities.
4. Coordinate with youth activities and other church coordinators to minimize conflict with their planned activities; such as, scheduling use of the facilities and other resources on the same day.
5. Provide a timely and accurate schedule of educational activities. Keep the congregation informed of events by coordinating the publicity for activities through the appropriate channels provided by the church. (E.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, etc.)
6. Manage the disbursement of budgeted funds for educational needs within the guidelines of the approved budget and in adherence with the purchasing policies of the church.
7. Remain accessible (by phone and email as a minimum) to parents, teachers and church leadership and inform them when a method of contact changes.
8. Notify the church leadership as soon as possible about all unforeseen absences from regularly scheduled events and provide a suitable substitute in the case of an anticipated absence.