

**Progressive Lawrence Church seeking Coordinator of Christian**

**Education.** Position requires personal faith development, solid interpersonal skills, Office 365 competency, familiarity with database applications, and ability to work a flexible 20-hour week including hours on Sunday morning (virtual currently).

Interested applicants should send resume and cover letter

to: [linda@firstpreslawrence.org](mailto:linda@firstpreslawrence.org) by end of day, February 11, 2022. Applications will be processed as received. Job description available on request.

**Additional Information:** Summary: Coordinator of Christian Education: To provide planning, coordination, supervision, and support for Christian Education programs at FPC. This position has specific responsibilities regarding both ongoing activities as well as special events.

Position is Part Time / Exempt – 20 hours per week

Examples of Duties will include: Lead and coordinate work of teachers and other volunteers in programs pertaining to Christian Education including children, youth, and adult education classes and Vacation Bible School.

Serve as a committee liaison on the Christian Education committee

Coordinate and publish schedules for all Christian Education activities including but not limited to children, youth and adult educational classes and Vacation Bible School

Connect with resources available through the Presbytery of Northern Kansas as appropriate.

Lead curriculum training of Christian education teachers, facilitators, and volunteers, including Sunday School, VBS, and Youth group

This summary provides some of the responsibilities of this CE position.