



The Church of the Covenant

11205 Euclid Ave

Cleveland, OH 44106

Covenantweb.org

Christian Educator of Children and Youth in the vibrant setting of University Circle

Title: Christian Educator of Children and Youth

Status: Part-Time, Exempt (20 hours/week, including Sundays –otherwise flexible schedule)

Position Summary: The Christian Educator will be a spiritual leader within the church community, working to incorporate young disciples within the congregation and provide regular age-appropriate activities for faith formation.

Accountability: The Coordinator takes direction from the Head of Staff.

Qualifications:

- Desire and passion for connecting with children, youth and families.
- Effective written and verbal communication skills
- Strong theological base and spiritual maturity
- Bachelor's Degree
- Demonstrated leadership and teaching skills.
- Values consonant with those of The Church of the Covenant as it seeks to be a welcoming spiritual home, live God's inclusive love, express Christ's compassion, and do justice in the world. Knowledgeable about the Presbyterian Church (U.S.A.)
- Proficient in technology- computer, smartphone and social media.

Duties and Responsibilities

- Build relationships with current member families and their children.
- Work with the Ministry of Faith Formation to grow the Christian Education community and reach out to young families seeking a spiritual home.
- Coordinate the planning and scheduling of the children/youth programs and leaders/teachers.
- Resource or design and implement faith formation programs in the Presbyterian tradition.
- Update website and social media regularly with new materials.
- Facilitate special services like Youth Sunday and the Christmas Pageant.
- Attend and contribute to monthly Ministry of Faith Formation meetings.
- Coordinate individual meetings with the education team to plan curriculum, upcoming events and special service. (Pageant, Youth Sunday, and Parent's Night Out)
- Keep inventory of supplies and resources prepared for worship and activities.
- Send regular emails/text/letters to families and children.

- Plan and coordinate Creche childcare.
- Plan and coordinate outreach to the community and mission experiences.
- Ensure updating and implementation of the Child Protection Policy.
- Oversee the budgeted expenditures for youth and children's ministry.

Other Responsibilities:

- Participate in team staff meetings as needed.
- Work on joint projects with other staff members.
- Network in the community and with other churches to develop and share a mutual resource base of children's ministry expertise.

Core Competencies:

- **Creativity** - Generates new ideas and develop/improve existing systems that challenge the status quo, take risks, and encourage innovation.
- **Identity** - Works with a clarity of purpose within identified role in organization, modeling healthy and appropriate boundaries.
- **Collaboration** - Utilizes the skills, interests, and potential of volunteers and co-workers to accomplish necessary tasks, setting and communicating realistic expectations for self and others.
- **Strategic Thinking** -Thinks strategically about the whole life of the church and one's own work within the church.
- **Growth** - Commits to growing and learning, personally and professionally, through a rigorous openness to critique, directness, and feedback.
- **Interpersonal Skills** – Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.

Contract for Services:

- Duration of initial term shall be for nine months commencing on September 1, 2022, with potential for multi-year renewal. Term is renewable at the recommendation of the Head of Staff with Personnel review at 3 months and majority approval of the Session – Annually by April 1 of each year.
- Remuneration: total compensation of \$24,000/year.
- Paid annual leave of 80 hours (equivalent of four weeks or one month)

incrementally accrued each pay period. Vacation taken in coordination with the church and the academic calendars.

- Equal Opportunity Statement:

There is no place in the life of the Church for discrimination against any person on the basis of race, ethnicity, age, sex, disability, or geography.

Email to Inquire or Apply: applycovenant_ce@covenantweb.org