

MONTREAL WEST UNITED CHURCH
CHRISTIAN DEVELOPMENT COORDINATOR
POSITION DESCRIPTION

REQUIREMENTS

- Administrative, organizational, record-keeping and supervision skills;
- Inter-personal and communication skills;
- Ability to work independently;
- Computer proficiency;
- Flexibility with prioritizing tasks while managing regular work load;
- Ability to work with church committees and assist with tasks as requested from time to time
- Proficient and bilingual in both English and French

GENERAL DESCRIPTION:

The Christian Development Director: coordinates and supervises the Church School program; the recruitment of teachers; prepares and distributes the curriculum to all levels; purchases and prepares material for the Church School; and initiates and trains new teachers.

AREAS OF RESPONSIBILITY:

- To be responsible to the Christian Development Committee and report to CD Meetings monthly (via e-mail or in person)
- Attend Worship Committee meetings as an ex-officio member and report on CD news.
- Attend Governing Board meetings and report on CD news, should the Chair of the CD Committee not be available to attend.
- Order the on-line curriculum each year (currently Whole People of God) and provide access for Sunday School Teachers.
- Meet weekly or as needed with the minister to plan and coordinate the lessons and upcoming activities and determine areas of priority for C.D. within the congregation.
- Be present and available on Sunday mornings when the Church School meets.
- Should no volunteer be available to teach SS on any given Sunday, it is understood that the SS Coordinator would take over that role
- Submit announcements from the Sunday School to the Church Office when required.

- Write a Sunday School report and children's activity report for the Church Newsletter three times a year.
- Prepare and distribute Sunday School emails as needed (notices to teachers and/or parents etc).
- Organize and coordinate the nursery.
- Collect the Sunday School offerings and submit the money to the C.D. Treasurer.
- Coordinate fund raising activities by and for the Sunday School.
- Coordinate and oversee the current SS fund raiser: "Fundscrip"
- Maintain the Sunday School bulletin board in Wadsworth Hall.
- Coordinate special projects and events throughout the year that involve the Sunday School children and other members of the congregation or other aspects of Church life.
- Coordinate the collection of school supplies for September to support St. Columba House.
- Coordinate the Children's Corner at the annual Bazaar.
- Coordinate and produce the Christmas Pageant and the Mother's Day Service. (Pageant usually followed by hot-dog lunch for the congregation)
- Coordinate a "Santa Shop" in December where the Sunday School children can purchase (at a minimum cost) gifts for their parents and/or siblings (wrapping, bows and labels done on the spot!);
- Coordinate and help the children make Christmas Cards to be delivered with the Christmas Day meals to shut-ins.
- Organize and prepare families for lighting candles during services in Advent.
- Organize activities for the children when special meetings or events are planned for the parents following the service.
- Organize a Junior Church program for different times of the year whenever necessary.
- Plan the closing Sunday School presentation in June and the S.S. picnic.
- Coordinate the Confirmation class in cooperation with the minister.
- Be a resource person to other groups and committees within the church