

First United Methodist Church  
Jacksonville, AR

## Christian Education Coordinator Full-time (40 Hours)

### General Responsibilities:

- **Coordinate the overall Christian Education program of the Church for children and adults**
- **Develop a Discipleship Model which helps inform seekers and disciples of their next steps toward growth as faithful disciples of Jesus Christ**
- **Oversee a connecting ministry which connects guests with the ministry of the church**

### Specific Responsibilities

- Coordinate the overall Christian Education program of the church for children which includes:
  - Supervise the nursery including Nursery Coordinator ensuring the environment is hospitable, safe, and operates according to our Safe Sanctuary Policy.
  - Develop and oversee Children's Sunday School program including organizing and resourcing and recruiting lay teachers to be successful in leading classes
  - Oversee, develop, recruit for and support the Journey Kidz Klub Wednesday Program
  - Continue to imagine creative ways to involve children in the life of discipleship in whether through new programs, events, or opportunities for service such as Vacation Bible School or the like
  - Work with Director of Youth Ministry in preparing children to enter youth program and youth in leaving youth ministry into the next steps of Christian Discipleship, whether this is connecting them in a new LIFE Group or developing a new ministry.
  - Be the staff point of contact for any other children's ministry currently happening at Jacksonville First UMC (e.g. Children's Choir)
- Develop a Discipleship Model which helps inform seekers and disciples of their next steps toward growth as faithful disciples of Jesus Christ which includes:
  - Developing "Beginner Christian classes" like ALPHA. Then providing next steps for these new Christians to grow deeper.
  - Developing Bible Studies and/or ongoing programs so devoted disciples understand how to continue to grow deeper in their faith. Whether this is developing other Bible Studies to help people grow in their knowledge of the faith or working with varied ministry teams to organize mission events to help

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people grow in the living of their faith, each event or program developed should help people's understanding and practice of the Christian life.

- Be the staff point of contact for all LIFE Groups/Small groups which meet for discipleship purposes. Help resource them and keep them informed of church wide activities, functions, and pertinent news
- Oversee a connecting ministry which connects guests with the ministry of the church which includes:
  - Develop with the Senior Pastor and oversee a follow up process for welcoming visitors into the life of the church which is hospitable and informative for guests. This includes:
    - Developing a group of laity to help in the process (like a Cookie Brigade who welcomes first time guests and a Card ministry to welcome returnees, etc).
    - Working to connect guests with discipleship process whether inviting them to a newly forming LIFE group, ALPHA class or Membership class offered by the Pastor.