



The Lincoln Park Community United Methodist Church

1 Carlisle Avenue

Lincoln Park, Reading, Pennsylvania 19609

Church (610) 777-1422 • Fax (610) 777-4309

Children and Youth Education Coordinator

Requirements

Christ follower

Strong Biblical knowledge

Church membership/attendance

Be in the classroom every Sunday

Be a member of the Safe Sanctuary Committee

Be a member of the Education Committee

Teach classes and trainings

Manage a budget

Possess a technology awareness

Must be a self-starter and a team player

Attend staff meeting

On average 8-10 hours a week with the exception of special events and VBS

Responsibilities

Teach at least once a month in the classroom

That may include

- preschool
- school age
- middle school
- youth
- young adult

Be in charge of scheduling

- Sunday school
- Youth group meetings
- Children's time
- Sunday School Teacher/Assistant
- Special events

Conduct Teacher/Assistant leader recruitment announcements

Conduct Teacher/Assistant training at least once a year

Lead and organize Sunday school and youth group on and off campus events.

Be the leader recruiter of leaders of special events for both youth and children's and or family events.

- Create and lead Children's Day (Mid-June)
- Christmas time special events
- Easter special events

Organize to attend UMC youth events

- Ignite
- Winter Blast
- Free

- Youth activities

VBS director

- Lead and organize VBS
- Help with decorating
- Attend each session

Order curriculum and supplies.

Quarterly decorate the education bulletin boards in the Education Building.

Budget oversight for both the Sunday School and VBS budgets