

**St. Matthew's United Methodist Church (Livonia, MI)**  
**Christian Education Coordinator**

Reports to: Pastor  
Accountable to: Pastor and Staff Parish Relations Committee

Work schedule: 15-hours/week (half of which need to be during regular office hours); there is a necessity to be available 2-3 Sundays per month and at other strategic times, to enhance and encourage communication.

---

**Purpose:** To assist the church in fulfilling its vision of being a church where all are invited to: "Find hope. Be hope. Share hope." The primary focus of this staff position is to provide leadership in the area of the church's Christian Education. To this end, the Christian Education Coordinator works in close coordination with the Christian Education Committee.

**Education/Qualifications:**

- College degree preferred
- Relevant work experience in education preferred
- Possess and lives out a faith and theology aligned with the United Methodist Church
- Committed to nurturing children, youth and adult in their relationship with Jesus Christ

**Skills/Experience:**

- Interpersonal skills - i.e. "the ability to listen, to communicate and to relate to others on a personal and/or professional level"
- Capable of leading and working with committees and volunteers in accomplishing objectives
- Capable of evaluating curriculum, coordinating and leading classes/groups (children, youth and adults) and other events related to the area of Christian Education, and addressing groups of varying sizes and ages
- Capable of performing administrative responsibilities, including: maintaining a budget, record keeping, annual reports, etc.
- Able to work in a busy environment, where flexibility and the ability to work with multiple deadlines is needed
- Working knowledge of computers (PCs and Microsoft Office – Word, Excel, Outlook)

**Expectations:**

- Interactions with the church staff, members and guests in/through the office will be consistent with the church's overall spirit
- Maintains confidentiality
- Conducts oneself in a professional manner
- Post and set specific office hours
- Adhere to policies in Employee Handbook

**Responsibilities include, but not limited to:**

- Areas of responsibilities
  1. Lead and coordinate church's adherence to its Child Protection Policy
  2. Sunday School (pre-school – adults)
  3. Small groups (youth – adults)
  4. Support Christian Education Committee, Vacation Bible School and Youth Counselors
  5. Heart Crafters (volunteers who assist the Christian Education Coordinator and Christian Education Committee)
  6. Lead and coordinate Children's Time (once a month and in the absence of the pastor)
  
- Participate in
  1. Staff Meetings (Tuesday mornings, once a month, 11:00 am)
  2. Christian Education Committee Meetings (2<sup>nd</sup> Tuesday of the month, 7:00 pm)
  3. Participate in trainings as mandated by pastor and SPRC

**Wages/Benefits:**

- Salary wage commensurate with experience and abilities
- Job performance and salary to be reviewed annually
- Job related continuing education – negotiated with SPRC and pastor
- Benefits (paid vacation and vacation, unpaid person time off, etc.) as stated in Employee Handbook

**Submit questions and application with resume to:**

Rev. Jeremy Africa  
St. Matthew's United Methodist Church  
30900 Six Mile Rd.  
Livonia, MI 48152  
734-422-6038  
Email: [jafrica@stmatthewslivonia.com](mailto:jafrica@stmatthewslivonia.com)