



**First Presbyterian Church
21 Church Street
Lockport, NY**

July 16, 2009

To Whom It May Concern:

We at First Presbyterian Church of Lockport, New York have a job opening on our program staff for a Christian Education Coordinator.

As a church of moderate size yet wondrous potential, we hope to find someone who is capable of carrying on our church's tradition of serving the children and families of our congregation.

Attached you will find a copy of the job description. Our hope is that you will post it in whatever appropriate venue that you have. Thank you in advance for your assistance in this matter.

Sincerely,

Donna Becker
Chair of the CEC Search Committee

Coordinator of Education
First Presbyterian Church – Lockport, NY

Position Title: Coordinator of Education

Hours: 15 Hours a week

Salary: Salary negotiable based on qualifications and experience.

Purpose: To coordinate the education opportunities of children ages birth through fifth grade and adults at First Presbyterian Church.

Responsibilities:

1. Staff person supporting the Christian Education Committee
2. Provide training & resources (curriculum, child protection guideline training, etc) for volunteers that work in the education programs.
3. Coordinate the administration of the Sunday School Program.
4. Recruitment of Sunday School Teachers and Child Care Staff.
5. Coordinate the Summer – Vacation Bible School Program.
6. Plan/Implement adult workshops/education as needed to supplement the ongoing Adult Education Program.
7. Participate in weekly staff meetings and program staff meetings.
8. Establish and maintain a yearly a budget for the above responsibilities.
9. Works with Youth/Drama Coordinator for various matters related to programs, staff, and children.
10. Prepare written communication such as newsletter articles, letters, and mailings.

Relationships: Relates to the Christian Education Committee as the supporting staff person, to Sunday School teachers, Adult Education teachers, and congregation as the Christian Education Coordinator.

Interested candidates please submit resume and cover letter to:

First Presbyterian Church
Attn: Christian Education Coordinator Search Committee
21 Church Street
Lockport, NY 14094