

**Coordinator of Christian Education**  
**The Church-in-the-Gardens**  
**50 Ascan Avenue**  
**Forest Hills, NY 11375**  
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**718-268-6704**

The Church-in-the-Gardens, Forest Hills, NY is seeking a Coordinator of Christian Education. This is a part-time (8-10 hours/wk.) staff position expected to be 40 weeks/yr. (not active for several weeks in the summer and in late Dec./early Jan.; exact dates TBD).

The Coordinator facilitates the Sunday School program (35-45 minutes of classroom-based learning, discussion, and crafts during the 10 a.m. Sunday worship service). Responsibilities include choosing curricula; recruiting and scheduling (and training, as necessary) volunteer teachers and assistants; presenting the in-worship “children’s moment,” on rotation with the Pastor; maintaining regular contact with families; maintaining records; checking in regularly with the Pastor.

Other responsibilities include working with the Board of Christian Education (BOCE), the Pastor, and the Music Dir. to plan and facilitate the Sunday before Christmas (no Sunday School; worship includes a pageant *or* other children-led components). BOCE also coordinates an Easter egg hunt and occasional family gatherings and events.

The Coordinator is expected to be present for Sunday morning worship and Sunday School and at meetings of BOCE (generally every other month, virtually, on a weekday evening). A plus would be availability to attend staff meetings occasionally (monthly, weekday, late afternoon, in-person). A criminal background check (paid for and facilitated by the church) is required.

Opportunities for expansion and growth of the program (and of the position) would include working with Youth Group age members to involve them in current, or create new, opportunities, and partnering with the Church in the Gardens Nursery School, other kids’ programs that meet at the church, and/or other area houses of worship to plan events and provide education and fellowship opportunities.

The successful candidate will have experience working with children, be familiar with teaching and/or discussing the bible, and be comfortable reaching out to, and working with, others. The ideal candidate will have experience serving within a church (as staff and/or volunteer), some theological and/or pastoral training, and familiarity with the United Church of Christ denomination and/or similar church traditions.

The Church-in-the-Gardens is a community congregational church of the United Church of Christ.