United Church of Underhill

In covenant and connection with the people of the
United Church of Christ and the United Methodist Church

Rev. Jennifer Mihok, Pastor
PO Box 265, (7 Park Street), Underhill, VT 05489 • 802-899-1722
pastor@ucu.church • unitedchurchofunderhill.com

RE: Director of Christian Education

[Candidate name],

We are excited at the prospect of you joining us as our **Director of Christian Education** and look forward to a mutually beneficial relationship with you. Our offer includes:

- **Position:** Director of Christian Education

- **Commitment & Hours:**
  - The Director of Christian Education will be a part-time position, requiring an average of 8 hours per week from mid August to mid June
  - Due to the nature of this work, some weeks may require more hours while others may require less. It will be the responsibility of the candidate to manage time in order to accomplish the tasks and goals of the position.
  - See separate summary of duties
  - The Director of Christian Education reports to the Ministry in Christian Education (MICE)

- **Compensation:**
  - Starting base salary will be $$6,720 per year, payable twice per month (on the 15th and last day of each month) from August 15 through June 15 of the following year

- **Annual Review:** The church conducts annual staff reviews for the purpose of reviewing job performance, problem-solving and setting goals for the coming year. This process includes a written self-review and a meeting with the pastor and a representative from the Ministry in Christian Education (MICE). The candidate is expected to participate in this process.

- **Termination:** Employment can be terminated by either the Ministry in Christian Education (MICE) of the United Church of Underhill or the Director of Christian Education. Employment is "at will."

- **Time Off:** While Sunday morning presence is expected, time off for illness, vacation, or other scheduling needs is allowable. Please notify the Pastor and the Ministry of Christian Education as early as possible so that coverage may be arranged.

- **Background Check:** In accordance with the United Church of Underhill's Safer Sanctuary Policy, you will be required to participate in a background check with the cost of that check paid for by the United Church of Underhill. Final offer of employment is contingent on the results of this background check.

- **Initial start date:** TBD

_____ _____

Signature of Director of Christian Education Date

_____ _____

Signature of Representative of the Ministry in Christian Education Date

_____ _____

Signature of Representative of the Trustees Date

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Director of Christian Education Job Description

Position Summary: The Director of Christian Education has a vision and heart for sharing the love of God with young people. The director is responsible for developing, implementing and evaluating a comprehensive education plan for children and youth in conjunction with the pastor and the Ministry in Christian Education (MICE). The director is energetic and possesses strong interpersonal, collaborative and communication skills. The director demonstrates diversity awareness and a commitment to building an inclusive learning environment for all. The director is expected to work harmoniously, effectively, and confidentially with church members, the pastor, and other church staff, including through the administration of our church's Safer Sanctuary policy. The Director of Christian Education will be supervised by the Ministry in Christian Education while working as part of the overall education ministry of the United Church of Underhill. A comprehensive background check and abuse prevention training through a program such as Safe Gatherings is required prior to hiring.

Hours: The Director of Christian Education is a paid part-time position, requiring an average of 8 hours per week for 42 weeks per year (late August through mid June). The director is expected to be regularly present on Sunday mornings during the worship and children's/youth education hour (Sunday Friends). Due to the nature of this work, some weeks may require more hours while others may require less. It will be the responsibility of the Director to manage time in order to accomplish the tasks and goals of the position.

About the United Church of Underhill: We are a Christian community offering spiritual growth to all and responding to the needs of our world according to the teachings of Christ. We are in covenant and connection with both the United Church of Christ and The United Methodist Church. We are an Open and Affirming and Reconciling Congregation, meaning that people of all gender identities and sexual orientations are welcome to full participation, membership, and leadership within the life of the church.

ADMINISTRATION

- Share leadership for monthly MICE meetings with MICE Committee members.
- Meet with pastor regularly for planning purposes, specifically around family-centered and participatory worship.
- In conjunction with MICE, establish and maintain the Christian Education schedule (including meetings, events, holidays, etc.), and ensure that this information is distributed to the teachers, ministry members, volunteers, church secretary, pastor, and parents/families.
- Maintain personal information (student registration and photo releases) and attendance records for Sunday Friends.
- In conjunction with MICE and the Trustees Ministry, determine and manage the Christian Education budget.
- Prepare and submit announcements for bulletins and newsletters. Submit a year-end report.
- In conjunction with volunteers, organize and maintain classrooms and collect supplies needed for weekly classes and events.
- In conjunction with MICE and Church Council, implement, evaluate and make recommendations for revisions as needed for a comprehensive Safer Sanctuary policy as it relates to Christian Education.
- Securely maintain current background check information for all volunteers.
- Follow incident reporting procedures as outlined in the Safer Sanctuary policy.

PROGRAMMING

- Provide leadership and resources to aid MICE in developing, implementing and evaluating goals for Sunday Friends.
- Continue to review, update, replace and develop new Christian Education programs and curricula as needed to address educational goals of church.

- Participate in the planning and implementation of intergenerational events and activities involving children, youth and adults.
- Facilitate the organization of activities for children during worship (e.g. activity bags and kids' bulletins).
- Administrate mission giving as funded through Sunday Friends offerings.
- Assist in the organization and presentation of annual kick-off (September) and wrap-up (early June) Sundays. (Note: wrap up includes presentation of second grade bibles.)
- See below template calendar of events as a reference. We are open to changes and suggestions!

SUPPORT AND OUTREACH

- With MICE, facilitate the recruitment and training of teachers and volunteers for Christian Education programs.
- Assign nursery attendants and additional drop-in help
- Be available to the teachers and other volunteers for assistance in running their classes or programs.
- Coordinate substitute teacher pool and establish emergency substitution plan.
- Meet with other committees and individuals as needed to meet program goals, including presence at Church Council at least quarterly.

Template Calendar

Program overview: September - June

- Sunday Friends meets weekly. Children leave worship after the children's message. Godly Play Curriculum is supplemented by special projects and activities as determined by the MICE Team.
- Family Fun Night- Monthly gathering for families, usually on a Friday night and with a meal. MICE provides setup and activity leadership.
- Missions projects
- The Middle School Age group has a separate class every other week.

Monthly activities and important church events

August

- MICE Team planning day for upcoming year

September

- Kickoff Sunday with Sunday Friends- picnic, games, share calendar with families, registration forms given to parents
- The last full weekend of September is Harvest Market

October

November

- Thanksgiving activity in Sunday Friends

December

- Christmas Pageant presented in worship Sunday prior to Christmas. Planned and organized by MICE Team
- Outdoor Live Nativity (Christmas Eve morning). Planned and organized by the Worship ministry assisted by the MICE Team.

January

- Committee membership changes after the Annual Meeting this month.

February

- Older kids lead the Souper Bowl of Caring initiative

March

- Lenten theme including raising funds with Lenten Banks

April

- Easter activities, usually Easter Egg Hunt after worship.

May/June

- Possible collaboration with Food Shelf for UCU's distribution month (May)

- Children's Sunday- culminating event of the year, slide show of activities, children participate in worship, Second grade students receive Bible; Special food celebration during Fellowship after worship

July/August

- Children's activities are available during worship, but no formal Sunday Friends program

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B. Authorization and Request for a Background Check I

STAFF AND SSRT

Please print all information

(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least five years after requesting a background check.)

I, the undersigned applicant (also known as "consumer"), authorize the United Church of Underhill through its independent contractor, LexisNexis, to procure background information (also known as a "consumer report and/or investigative consumer report") about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to the United Church of Underhill, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature:_____ Date:_____

Identifying Information for Background Information Agency (also known as "Consumer Reporting Agency")

Print name:_____
First Middle Last

Other names used (alias, maiden, nickname):_____

Current Address:_____
Street/PO Box City State Zip Code County Dates

Former Address: _____
Street/PO Box City State Zip Code County Dates

Social Security Number: _____ Daytime Telephone Number:_____

Driver's License Number: _____ State of Issuance:_____ DOB_____ Gender_____

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Employment Application and Disclosure Form

Please print all information

Name:_____

Are you over the age of 18? ❑ NO ❑ YES

Address:_____

Home Phone:_____

Position applied for:_____

Date you are available to start:_____

Qualifications:
Academic achievements: (schools attended, degrees earned, dates of completion)

_____

_____

_____

Continuing education completed: (courses taken, dates of completion)

_____

_____

_____

Professional organizations: (courses taken, dates of completion)

_____

_____

_____

First Aid training? ❑ NO ❑ YES Date completed:_____

CPR Training? ❑ NO ❑ YES Date completed:_____

Previous Work Experience: Please list your previous employers from the past five years. Include job title, a description of position, duties and responsibilities, the name of the company/employer, the address of the company/employer, the name of your immediate supervisor, and the dates you were employed in each position:

_____

_____

_____

_____

_____

Previous Volunteer Experience: Please list any relative volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service:

_____

_____

_____

_____

_____

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violation)? ❑ NO ❑ YES

If yes, please explain fully:_____

_____

_____

_____

_____

References: Please list three personal references (people who are not related to you by blood or marriage) as references. Please list people you have known for at least three years.

1. Name:_____

   Address:_____

   Daytime Phone:_____ Evening Phone:_____

   Length of time you have known reference:_____

   Relationship to Reference:_____

2. Name:_____

   Address:_____

   Daytime Phone:_____ Evening Phone:_____

   Relationship to Reference:_____

3. Name:_____

   Address:_____

   Daytime Phone:_____ Evening Phone:_____

   Relationship to Reference:_____

Waiver and Consent:

I_____, hereby certify that the information I have provided on this application is true and correct. I authorize the church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give whatever information to the church they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event that my application is accepted and I become employed by the United Church of Underhill, I agree to abide by and be bound by the policies of the United Church of Underhill, including but not limited to the church's "Safer Sanctuary: Policies, Procedures and Forms," and to refrain from inappropriate conduct in the performance of my duties on behalf of the United Church of Underhill.

I have read this waiver and the entire application, and am fully aware of its contents. I sign this consent freely and under no duress or coercion.

_____

Signature of Applicant Date