

Director of Christian Education, Youth and Families

Job Description

Prepared January 2026 by Board of Christian Education

Personal Requirements:

Education:

- Minimum of a two-year degree in education and/or theology.
- Have completed the UCC “Safe Space” and “Boundary Training” course requirements for Christian Educators or be willing to complete within 6 weeks of hire.

Experience:

- Minimum of 5 years of involvement in Christian Education in a UCC church or another similar church.
- Must understand and agree with the faith of the United Church of Christ and the progressive SCC mission vision and values.
- Must have good organizational skills.
- Must be capable of training and supervising multiple volunteers, both adults and youth.
- Must have strong communication skills, including social media communication skills.
- Must be able to pass a required background check

Principal Functions:

- Develop and administer a Nursery through 8th grade Christian Education program – hours matched with the hours of our Sunday worship service from September to June.
- Recruit a full teaching team every fall for multiple classroom levels and send weekly reminders of teaching schedule.
- Prepare weekly Lessons for multiple classrooms
- During the summer season, implement a smaller, consolidated church school program for Nursery-5th grade
- Recruit & Direct 12-member Board of Christian Education with monthly meetings
- Consult with the CE board on curriculum choices and order.
- Prepare an Annual Report.
- Attend Monthly Deacons meetings.
- Attend Monthly Council Meetings.
- Coordinate with the Christian Education Board and/or minister to plan and execute “Special Sundays” involving children & families (in worship or coffee hour) including but not limited to: Welcome Back Sunday, Worldwide Communion Sunday, Thanksgiving Sunday, Christmas Pageant, Palm Sunday, Easter, Pentecost Children’s Sunday, 2nd grade communion celebration, 5th grade Hanging of the Greens, children’s message, children’s choirs, and lighting candles (acolyte).
- Maintain connections and on-going relationships with church school families via text, telephone, email, letter/postcard mailings and other social media.
- Ensure that Facebook posts of church school and youth group activities are updated regularly.
- Responsible for teacher/leader recruitment for church school and family church events, provide teacher training and implement Safe Space procedures.
- Design and Direct an up to 5 day Vacation Bible School summer camp including recruiting VBS staff and training, set-up/clean-up.
- Gather and maintain Church school supplies for church school programs.
- Prepare a yearly calendar of programs & events and bullet information for monthly newsletter.

- Ability to work as a team player with teachers, Board of Christian Ed, church staff and lay leaders.
- Maintain a Church School children & family database (emails, phone numbers, addresses) for communication.
- Oversight for youth of the church (9th grade & higher).
- Assist in planning Youth Group programs for different age groups.
- Coordinate Mission Trip, National Youth Event or Regional Youth Event & Fundraise (on applicable year).
- Assist the minister as time allows with the high school Confirmation Program
- Obtain a satisfactory Massachusetts Criminal Offender Record Information (CORI) check every three years on each adult volunteer who works with children.

STAFF RELATIONSHIPS

- Attend and participate in all staff meetings.
- Work closely with the Senior Minister in setting up and following the church calendar.
- Work with the Director of Music on children's & youth choir events.

This position is defined as a part-time position requiring 13 hours per week for a 50-week year. Hours may increase during certain times of the year such as Christmas and Easter.

Send resume and letter of interest to the Board of Christian Education , Seekonk Congregational Church, 600 Fall River Avenue, Seekonk, Massachusetts, 02771, or email them at SCC.UCC.ChristianEd@gmail.com