

ILLINOIS YEARLY MEETING POSITION DESCRIPTION

Title: Children's Religious Education Coordinator

Committee-with-Oversight: Religious Education

Supervisor: Clerk of Religious Education

Last Revised: 4-29-2019

Purpose: To organize and coordinate Quaker religious educational programs and activities for pre-K through middle school Friends from Illinois Yearly Meeting (ILYM).

Responsibilities:

- In collaboration with Children's Religious Education Committee and relevant ILYM Planning Groups, plan the annual sessions (usually the 3rd weekend in June) program for children. This includes a graded morning program with appropriate Friendly curriculum; an afternoon program that may include inter-generational workshops; and an evening program only for children or inter-generational. For annual sessions, help teachers with curriculum ideas and train teachers in safety requirements when working with children. The Children's RE Coordinator attends annual sessions Wednesday afternoon-Sunday afternoon and is the point person for all aspects of Children's Sessions.

- Plan, publicize and lead 2 programs for Middle School Friends.

Essential to

this work is coordinating with the Blue River Quarterly Meeting and OWL planners and recruiting volunteers to assist with the MS program.

1. Spring Blue River Quarterly Meeting Middle School Retreat - this weekend retreat will be for Young Friends in grades 5 to 7, with optional participation by 8th and 9th graders who either do not have a concurrent HS program or who do not yet wish to move up.

2. Plan, publicize and lead an OWL (Our Whole Lives) weekend retreat program for Middle School and High School Friends annually.

- Maintain ILYM Planning logs current, revising as needed.
- Maintain the Middle School Friends webpage on ILYM website.
- Submit reports for annual sessions and both fall and spring

continuing committee

sessions by the assigned deadline for advanced documents.

- Present reports at annual sessions and at both continuing committee sessions (only one

if the Middle School Retreat and Fall Continuing Committee are not running

concurrently)

- Attend ILYM's CREC meetings and report on recent concerns and activities.

- Connect with the wider world of Friends through the Quaker Religious Education

Collaborative (QREC). Use online resources for children's programming.

- Demonstrate general familiarity with ILYM's Handbook
- Track and report hours worked and expenses incurred. Expenses are communicated directly to the treasurer and hours are submitted to the CRE clerk on the 15th and 30th monthly.

Qualifications:

- Called to children's ministry and attuned to the concerns of today's children
- Active in the Society of Friends (ILYM or other FGC meetings preferred, but not required), knowledgeable about the Bible and Friends testimonies, business procedures and writings, and attuned to Friends' social values
- Proven ability to interact effectively with children and to share Friends' religious faith, convictions, and spiritual journeys
- Ability to manage program planning details and to operate within a fixed budget
- College degree or equivalent (specific training or experience in children's development and education preferred)
- Computer literacy and familiarity with e-mail, social networking (e.g., Facebook), and webgroups (e.g., yahoo or google)
- Must pass a background check and mandated reporter training prior to employment

Oversight and Evaluation: Reports to and is evaluated by the Clerk of the CREC in consultation with CREC. It also is recommended that a clearness committee at a Monthly Meeting provide additional support for the coordinator in meeting the requirements of this position.

Pay and Budget. Salary is a quarter-time position of 500 hours at \$18.30 an hour. There is some flexibility if 500 hours are exceeded. ILYM will pay taxes and has budgeted \$600 in travel and conference fees.