

**Solon United Methodist Church**  
122 N. West St.  
Solon, Iowa 52333  
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[www.soloniaumc.org](http://www.soloniaumc.org)

**Solon United Methodist Church is announcing an opening for Director of Christian Education and Outreach.**

**Note that this position could be a full-time position, or could be separated into two separate half-time positions. Please clarify in your cover letter what you are applying for.**

Solon United Methodist Church is in the community of Solon, Iowa, located in Johnson County in eastern Iowa. The 2020 census calculations denote the population of Solon as 2,690. This reflects an increase in population from the 2010 census. Solon is expected to continue to grow as more people are drawn to the convenient location with minimal commute. Solon is in close proximity to four larger communities—Iowa City, Coralville, North Liberty, and Cedar Rapids. The town provides a good location for residents to live in a smaller community and easily commute to work in the nearby larger communities. The University of Iowa is located in Iowa City, offering employment and education opportunities. Solon's economy is composed of a few service industries, but still functions primarily as a bedroom community for the larger cities of Cedar Rapids, North Liberty, Coralville and Iowa City. Over the last two decades, construction has increased on the east, west, and south peripheries of the community. Solon allows for close proximity to Lake Macbride State Park and the Coralville Reservoir.

The Solon United Methodist Church statistical numbers for 2021 reflect a membership of 363, an average worship attendance (in person) of 70, an average on-line worship of 17, and an average of 102 participants in Christian formation groups. Solon United Methodist Church has committed leaders concerned about the church and community and willing to explore new directions and needs. There is a strong support of local groups and events...site for the Solon Food Pantry, church garden, COVID and flu clinics, scouting. The Family Life Center hosts church and community events and fund raisers. It (the Family Life Center) also brings in people from the Solon community and surrounding area. There is strong foundation for both music and Christian education. Their Vision: God is leading our congregation to be a beacon for all persons who are looking and longing for a place of spiritual refuge, inspiration, discipleship, and transformation. We will welcome them, connect, and ignite the spirit within each and show love and support to all. The church is living more deeply into its welcoming statement, as the Rev. Peggy Garrigues, who just began in July is a married lesbian minister.

**To apply:** Send a resume and cover letter explaining your interest in the position to: Rev. Peggy Garrigues, Solon United Methodist Church, 122 N. West St., Solon, IA 52333, or email to [pastorpeggy@soloniaumc.org](mailto:pastorpeggy@soloniaumc.org). Be ready to provide contact information for three references if requested. Interviews will be scheduled shortly after we begin receiving applications, but position will be open until filled. Position will begin as soon as possible after being offered.

**The responsibilities** are to be divided between the two main areas of ministry: Christian Education for all ages, and outreach to the community, especially with families with children and youth.

**Ministry Area:** Christian Education

**Christian Education Job Description:**

To develop, support and administer Christian education & faith-building opportunities for children, youth, adults, and families

**Duties of the Director of Christian Education will include, but are not limited to:**

- Collaborate with Lead Pastor and Christian Education Team to create an overall vision of effective, dynamic Christian discipleship.
- Develop, coordinate, oversee, and promote dynamic Christian Education for children, youth, families, and adults. This may include Sunday programs for nursery, children, and adults and Midweek Youth Groups, but innovative approaches to grow community are desired.
- Choose appropriate curriculum for various programs, with support from the Christian Education Team
- Recruit, train, and support volunteers to implement Christian Education programming. Support and/or lead offerings, as needed.
- Collaborate with volunteers to plan and implement off-season activities, such as Vacation Bible School, reading program, mission trips, and other seasonal and special events that attract community and promote faith development.
- Provide content for communications, to be included in places such as weekly announcements, newsletter, and social media.
- Assure compliance with safe sanctuary regulations and conduct regular review of policies and procedures.
- Other duties which enhance faith formation for children and their families.

**Accountability:**

- \* Supervised and evaluated by Lead Pastor; indirectly supervised by Staff Parish Relations Committee (SPRC)
- \* Christian Education Leader communicates directly with the Lead Pastor and other church staff
- \* Regularly reports to and participates as requested (written and/or verbal) in Staff and Church Council meetings

**Qualifications:**

*Required*

- \* Ability to work with a broad range of ages and faith perspectives.
- \* Willing and able to provide welcome to people of all races, ethnicities, sexual orientations, and gender identities
- \* An understanding of child development
- \* Minimum age of 23 (at least 5 years older than any youth, per Safe Sanctuary policy)
- \* Experience in activity coordination and working with children or youth, as staff or volunteer
- \* Good communication skills
- \* Enthusiasm and positivity
- \* Background check will be done

*Desirable*

- \* Mature Christian faith
- \* College graduate in a related field; curriculum and education, religious studies or comparable experience
- \* Familiarity with United Methodist Church doctrine and resources, or willing to learn

\* Valid drivers license

\* Proficient computer skills –Microsoft Office, database experience, Signup Genius, social media, online tools

**Ministry Area:** Outreach

**Job Description:**

To develop and coordinate church activities that promote outreach, engagement with the community and membership growth

**Duties of the Outreach Coordinator will include, but are not limited to:**

- Collaborate with Lead Pastor and Outreach Team to create an overall vision for outreach to the community
- Coordinate and implement plan to identify potential new members
- Coordinate and implement plan and materials to welcome visitors to the church
- Coordinate and help plan engaging social and religious events in the life of the church, January through December.
- Collaborate with the church's small groups and committees as needed to support their outreach to the community
- Coordinate church involvement in areas of local outreach, including ecumenical and community events.
- Provide content for communications, to be included in places such as weekly announcements, newsletter, social media, flyers for posting around town, other community advertising.

**Accountability:**

\* Supervised by and evaluated by Lead Pastor, indirectly supervised by Staff Parish Relations Committee (SPRC)

\* Provides reports (written and/or verbal) and participates as requested in Staff and/or Church Council meetings

**Qualifications:**

*Required*

\* Ability to work with a broad range of ages and faith perspectives.

\* Willing and able to provide welcome to people of all races, ethnicities, sexual orientations, and gender identities

\* Experience in activity coordination, event planning, and/or community outreach, as staff or volunteer

\* Good communication skills, including social media posts

\* Enthusiasm and positivity

\* Background check will be done

*Desirable*

\* Mature Christian faith

\* College graduate in a related field; nonprofit management, publicity, event planning, or comparable experience

- \* Experience being part of a religious congregation
- \* Valid drivers license
- \* Proficient computer skills –Microsoft Office, database experience, Signup Genius, social media, online tools

**Working Hours:**

- \*40 hours per week
- \*Requires flexibility, including Sundays and weekends and some evenings, with variability at different times of the year
- \*General monthly schedule coordinated with Lead Pastor
- \*Maintain some scheduled office hours, some work may be done and home

**Salary Support:**

- \*\$36,000 – \$44,000 annually, depending on skills and experience
- \* Vacation and sick leave 2 weeks vacation per calendar year, 5 days sick leave per calendar year, plus holidays.
- \*Continuing education time and costs to be negotiated as needed
- \*Health stipend to be negotiated, starting point of negotiations \$400 per month towards insurance or health expenses