

## Director of Christian Education:

Non-Exempt

Part Time, starting at \$11.00/hour  
30 hours per week

**Start January 1, 2017**

### **Purpose/Principal Function:**

The Director of Christian Education coordinates and facilitates the education ministries of the church. This includes serving as a resource for all Christian Education programs and recommending/selecting curriculum for classes for all ages in accordance with our rich Wesleyan heritage. Special emphasis to be given to the Middle School and High School classes for education, fellowship, and mission opportunities. The Director of Christian Education should strive to live as a disciple of Jesus Christ and to exemplify that ethic in his or her behavior as part of the church staff and within the larger community.

### **Qualifications:**

- Possess a desire to work with church leaders, members and volunteers to provide quality spiritual formation opportunities for children and youth.
- Demonstrate effective verbal and written communication skills.
- Demonstrate basic computer skills.
- Demonstrate ability to orchestrate and oversee multiple programs.
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### **Performance Responsibilities:**

#### *Programming skills –*

- Recruit and oversee Sunday School teachers, coordinate curriculum and the ordering of Sunday School supplies.
- Plan and coordinate Teacher Appreciation Sunday, Promotion Sunday, the presentation of 3<sup>rd</sup> grade Bibles, Senior Bibles, Confirmation and Children's Sunday in consultation with the Pastor.

- Resource Christian Education programs such as Bible Studies, and short term classes for religious education.
- Create a middle school/high school education/fellowship/mission program for 6<sup>th</sup> through 12<sup>th</sup> grade.

*Leadership skills –*

- Effectively recruit, direct and resource Sunday School teachers for pre-K through High School.
- Assist the Pastor and/or Education Committee in planning Sunday School and special events, including special events at Christmas, Lent and Vacation Bible School.
- Abide by and enforce the Child/Youth Safety Policy and all other related policies of the church.
- Utilize budget and resources effectively.

*Public Relations skills –*

- Work in cooperation with the Pastor and Education Committee to encourage participation in Christian Education programs and spiritual formation by the congregation.
- Be an active participant at church events.
- Be a representative of the church at church and community events.
- Participate in District and Conference events as they pertain to Education Ministries.

*Business/Administrative Skills –*

- Plan a Christian Education ministry budget.
- Write articles for the church newsletter about education opportunities or youth activities.

*\*Miscellaneous – any other duties as assigned by the Pastor*

**Supervision required –**

This position will report directly to the Senior Pastor, only, or the Senior Pastor's design.