

**Job Description:** Christian Education Director

**Reports to:** Pastor

**Liaison:** Connie Good/ Staff Parish Relations Committee

**Hours:** 15 hours per week

### **Qualifications/Skills**

- Positive attitude and enjoys working with all age church members.
- Compassion for families in need and who may be experiencing family challenges.
- Able to communicate and work with parents to encourage their participation and volunteerism.
- Experience in motivating and working with volunteers.
- Experience teaching/implementing Sunday school curriculum.
- Able to organize, schedule, and plan programming and education for Sunday school.
- Familiar with United Methodist theology to coordinate educational programming with the fuller church program.
- Able to work cooperatively and collaboratively with pastor and other coworkers.
- Follows instructions and asks questions when necessary.
- Four year degree in teaching or related field preferred, but not required.
- Commitment to confidentiality.
- Creative establishment and maintenance of small group activities that support the vision of United Methodist Church mission statement for children, youth, and families.

### **Responsibilities:**

- Researches creative ideas, plans, and organizes in collaboration with the pastor, music director and the Education Committee to develop a positive environment of fellowship:
  - Sunday School
    - Recruits, trains and oversees all Sunday school and Vacation Bible School teachers.
      - Background checks
      - Mandated reporting training
      - Discipline Policy
      - Curriculum
      - Elements of Faith Continuum
      - Collaborates with Music Director on children's music
    - Develop a discipline policy for Sunday school in collaboration with the Education Committee.
    - Actively recruit children and families for Sunday school.
    - Contact children/parents when absent for two or more weeks from Sunday school.
  - Recruits and oversees Directors for:
    - Vacation Bible school
    - Christmas Program
    - Spring Musical
  - Creates a calendar for educational year

- Curriculum
  - Align curriculum with the United Methodist Elements of Faith.
  - Create a grade level continuum of spiritual learning using the United Methodist Elements of Faith , building from one year to the next.
  - Order and catalog chosen curriculum.
- Recruits and trains Acolytes
- Organizes Mission Projects for:
  - Sunday school
  - Vacation Bible School
- Plans children and family activities which may include:
  - Can Do Kids
  - Family events
  - Lock-ins
- Monitor the finances for educational ministries – Sunday school and Vacation Bible School.
  - Weekly offering collection
  - Recording and distribution of mission donations
- Records and reports:
  - Attendance at Sunday School
  - Offerings and donations
- Attends and assists with the following committees.
  - Education Committee
  - Church council
- Resource to listen to parent’s, youth, and children’s concerns, and connect members to services and other resources for advice and guidance.
- Provide guidance to children and youth in their journey of faith and life.
- Arrange or provide transportation for families and children when necessary for increased participation.
- Other duties assigned by the pastor or Staff Parish Relationship Committee