

## **Job Description for Director of Christian Education**

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From the moment a child is born, we have the privilege to introduce him/her to God's wonderful world and begin inspiring him/her to live a Christian life. At the United Methodist Church of Macedonia, inspiring children is an important step of achieving our church mission of making disciples of all people. As part of our mission it is vital to have a strong Children's and Youth Ministry program to attract and grow disciples.

The Director of Christian Education's primary responsibilities are to:

- Coordinate and oversee all programming and ministry for children ages birth through high school.
- Align programming to our purpose, which is to love, praise and glorify God, to inspire our children and youth to live Christian lives and utilize our principles of humility, grace, prayer, love, compassion and service to direct decisions. Work in a child centered manner, provide a safe environment, teach a Bible based curriculum, help children and youth with building their relationship with God, guide children in their spiritual growth, create an engaging environment, supply loving, caring teachers & helpers.
- Continually improve and expand the Christian Education program so others perceive the church as being kid and youth friendly and having quality activities, classes and events.

### **Qualifications:**

- Has a strong and growing personal commitment to Christ as evident by testimony, action, attitude and behavior.
- Possesses the passion to share the life of Jesus and inspire children/youth to live Christian lives.
- Has the skills to teach, guide, and nurture children in their spiritual development.
- Is committed to the ministry, doctrine, polity, and traditions of the United Methodist Church.
- Has initiative and the ability to work independently.
- Possesses strong interpersonal skills that build healthy relationships and fosters team work by becoming an active and visible member of our congregation.
- Has an outgoing personality with an enthusiastic spirit that motivates others.
- Is organized, but flexible to adapt to growth and change.
- Possesses a history that illustrates a successful and reliable work ethic.
- Is open to feedback and strives for continual improvement.
- Has a minimum of a bachelor's degree in education, religion or another applicable field.

- Support and participate in children and youth activities such as Vacation Bible School, ReachOut Youth Camp, Mission Work Trips and other appropriate activities.

**Job Responsibilities:**

This job description includes a list of typical responsibilities for this job classification. Other responsibilities may be added when deemed necessary.

- Provide opportunities for spiritual growth for children and youth.
- Establish standards for each age group (infants, toddlers, preschoolers, early, mid & late elementary, middle school and high school) for spiritual development and growth.
- Coordinate routine programming for spiritual growth (i.e., nursery, Sunday School, weekday and evening programs, VBS, celebrations,).
- Create an atmosphere and activities that will facilitate learning and encourage spiritual growth for each age group.
- Look for occasions to involve the children and youth in the congregation worship service.
- Implement effective communication methods to ensure that church families members, the staff and parish committees, congregation, and community are aware of Christian Education activities.
- Maintain resources about the Christian Education programs (pamphlet, church website, etc.).
- Create new methods to insure the information is available to the target audience.
- Establish routine follow up to new attendees and absent children and youth.
- Insure the environment and programs are safe for children and youth. Make sure the environment and programs are safe for children and youth.
- Manage the recruiting, interviewing and training of volunteers to ensure there are adequately trained supervision for all activities.
- Screen volunteers for safe background history.
- Conduct periodic checks to ensure safety processes are being followed and the physical environment is free from potential safety risks.
- Maintain confidentiality and handle sensitive situations.
- Create a warm and loving atmosphere similar to that modeled by Jesus.
- Continually monitor and improve the atmosphere so it is appealing and welcoming to all.
- Work to involve and welcome new children, youth, families and members.
- Provide attention and care to those children, youth and families who are experiencing life struggles.
- Encourage volunteers to display a genuine cheerful, caring attitude.
- Deliver quality programs that are engaging for the children and youth.
- Evaluate programs on an ongoing basis.
- Gather input from families and volunteers.

- Continuously seek new ideas to re-energize programming.
- Provide learning opportunities and resource materials to volunteer improve the overall engaging effectiveness.
- Establish methods to grow the Christian Education program.
- Maintain an adequate system of records regarding Christian Education programs and participants.
- Regularly monitor data and trends within the church and other area churches.
- Identify how to reach new families in the area.
- Actively recruit new participants and volunteers.
- Work with the staff and volunteers to envision new programs.
- Develop relationships with outside organizations that prospective participants participate.
- Control expenses to meet budget guidelines.
- Maintain a system for personal growth.
- Participate in a personal spiritual growth plan which is routinely reviewed and includes Bible reading and engaging with others in Christian learning.
- Continually pursue new knowledge to learn new, effective Biblically–sound, children centered skills and strategies.
- Arrange work hours to meet job responsibilities; communicate absences well in advance to supervisor or other program leaders. Position includes 2 weeks paid vacation per year.

This is a full-time, exempt position. The Director of Christian education’s schedule must be flexible to accommodate the varying demands of this position. Work time will vary depending on the events of the week, weekday programs, seasonal events, meetings, organization of the activities and schedules of families and volunteers.

He/she reports to the Senior Pastor, who will evaluate the position annually. This position is ultimately accountable to the Staff Parish Relations Committee.

Salary range: \$38,000 to \$43,000 annually, plus \$2,000 stipend for health insurance.

Submit resume and cover letter to:

Joseph Pannitto, Staff Parish Relations Committee Chairman

Email: [jpannitto@windstream.net](mailto:jpannitto@windstream.net)

Cellular: 330-815-7015

**Resume deadline for consideration: July 31, 2019**