

Job Description: Director of Christian Education

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.

Reports to:

- Senior Pastor

Guiding principles:

- Coordinate and oversee all programming and ministry for children ages birth through high school.
- Align programming to our purpose: **To love, praise and glorify God;**
- Inspire our children and youth to live Christian lives;
- Utilize our principles of Humility, Grace, Prayer, Love, Compassion and Service.
- Teach a Bible based curriculum;
- Cultivate a collaborative and engaging relationship with congregation that encourages those called to help in teaching and other volunteer activities.
- Continually improve and expand the Christian Education;

Job Responsibilities:

Typical responsibilities, other responsibilities may be added when deemed appropriate:

- Meet regularly with Senior Pastor to address any questions, planning decisions or other appropriate topics.
- Attend monthly Unified Church Board Meetings and present a report that should include joys, concerns, needs and any other information helpful to the board in order to support this ministry.
- Maintain records of attendance in programs for the purpose of benchmarking success of programming or identifying areas that need further attention.
- Schedule must be flexible to accommodate the varying demands of this position and activities.
- Provide opportunities for the spiritual growth of 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 opportunities to involve the children and youth in 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 ensure the information is available to the target audience;
- Establish routine follow up to new attendees and absent 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.
- Additional support as needed by the Senior Pastor;

Minimum qualifications:

- Maintains a strong and growing personal commitment to Christ as evidenced 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, policy, and traditions of the United Methodist Church;
- Possess the 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;
- Maintains an outgoing personality with an enthusiastic spirit that motivates others.
- Organized, but flexible to adapt, grow and change;
- Possess a history of successful and reliable work ethic;
- Is open to feedback and strives for continual improvement.
- Minimum of a bachelor's degree in education, religion or another applicable field.
- Support, plan, coordinate and participate in activities such as Vacation Bible School, Reachout Youth Camp, Mission work trips and other appropriate activities;

Employment status, compensation and benefits:

- Full Time position
- Salary and benefits at the discretion of the Senior Pastor and Unified Church Board.