

Director of Christian Education

Job Description

(Approved on April 29, 2014)

Dover First United Methodist Church
1725 N. Wooster Ave. - Dover, OH 44622

General Description:

This individual shall promote and encourage spiritual growth of lay ministers, empower lay ministers to use their special gifts and talents, and provide leadership and vision to the Christian Education Ministries. He/she shall work closely and in cooperation with the Pastor, Christian Education Ministry Team and the Administrative Council, to provide leadership to all programming aspects of Christian Education.

Required Knowledge, Skills, Abilities, Experience and Character:

1. A Bachelor's Degree in a related field is preferred.
2. Prior experience in the leadership of a Christian Education Ministry or active participation in the same is preferred.
3. Have a safe and reliable means of transportation and a valid Ohio driver's license.
4. A strong personal commitment to Christ and a dedication to ministry in Christian Education.
5. Excellent written and verbal communication skills and a creative nature.
6. Promote positive human relations with all persons attending Church or Church functions, fellow staff members and all others visiting the Church.
7. Be courteous, friendly, respectful, cooperative and cheerful to staff members and others at all times.
8. Exhibit ethical, moral and Christian behavior and demonstrate good conduct at all times.
9. Programming and administrative skills, with strong skills in short-term and long-term planning.
10. Exhibit leadership qualities and be able to identify with various personalities and age groups.
11. Be capable of functioning independently and as a team player.
12. Have a strong Bible knowledge and the ability to share its message.
13. Be organized, conscientious and detail oriented.
14. Shall submit to a criminal background check (as determined by the Staff-Parish Relations Committee) and complete an "Application to Work or Volunteer with Children and/or Youth" (Form E)

Responsibilities:

(Areas may be delegated, but will require supervision by Director of Christian Education.)

1. Initiate publicity, as needed or required.
2. Research and review with pastor and Christian Education Ministry Team, select and purchase appropriate materials/curriculum for children through and including grade level 5 and other groups as requested.
3. Provide leadership by implementing new programs (through research, planning and organization) revising, or deleting programs where needed, and working closely with the Christian Education Ministry Team during these periods.
4. This individual shall staff all existing programs: Christmas program for children, Rally Day (includes ordering Bibles, Bible presentation and introducing teachers), Pre-School and Nursery, Vacation Bible School, Palm Sunday Processional, Camping Program, Children's Ministries, and Sunday Morning Children's Sermon, Sunday School for children and adults, Puppet Ministry,

Advent Celebration Dinner, Playground permission forms, Student Aides (recruit, train, schedule), Bulletin boards in the Education Wing, and small group opportunities for adults.

5. Provide Sunday school teachers with copies of Christian Education Ministry Team minutes, notice of upcoming events, District and other training opportunities for teachers.
6. Assist in establishing, promoting, scheduling, publicizing, and gathering supplies for small groups, including Bible studies.
7. Encourage all church-related activities and functions.
8. Maintain records of all education-related activities for reference, including Christian Education Ministry Team minutes, program evaluations, and basic program information including attendance and Child Protection Policy information/records.
9. Initiate communication with new or potential church families to inform them of educational programs.
10. Inform the congregation of current and upcoming educational programs and ministries through available means of communication such as: weekly church bulletins, newsletters, newspaper, radio, worship announcements and social media.
11. Be responsible for organizing, stocking and maintaining reasonable supply levels in the Resource Room and throughout the Education Wing (including snacks). This individual shall recruit volunteers for assistance.
12. Prepare and oversee the budget and update the Christian Education Ministry Team accordingly at monthly meetings.
13. Serve as Chairperson of the Christian Education Ministry Team.
14. Attend Staff, Education and Administrative Council Meetings.
15. Administer the Child Protection Policy.
16. Observe and promote policies, as stated in the Church Employment Guidelines, including the Child Protection Policy.
17. Accept constructive criticism and be receptive to suggestions, ideas, new practices, and techniques.
18. Perform other reasonably assigned duties, as this position description is not intended to be all-inclusive.
19. Participate in Church-related activities, continuing education events, workshops, seminars, etc., in order to promote growth.

Accountability:

1. The Director of Christian Education is under the direct supervision of the Senior Pastor and the Education Committee, and shall be accountable to the Staff Parish Relations Committee.

Conditions of Employment:

1. This is a part-time position, typically averaging 20 hours per week and includes Sunday church activities, evening meetings, etc.
2. Wages are set forth by the Staff-Parish Relations Committee and based on qualifications and experience. Salary is reviewed each year by the Staff-Parish Relations Committee.
3. Vacation will be granted at 5 working days (with pay) after 12 months of actual service. After 6 years of actual service, 3 additional days will be credited for a total of 8 working days of vacation. Vacation days are not cumulative and must be taken in the year in which they are earned. (A year is defined as one anniversary employment period to the next.)
4. One personal day is granted after 12 months of actual service. After six years of actual service, two personal days will be granted. Unused personal days may be accumulated.

5. The following holidays are observed by the church office: New Year's Day, Martin Luther King Day, the Monday following Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Day After (Thursday and Friday) and Christmas and the Day After (December 25 and 26).

Notice of Termination:

1. Dover First United Methodist Church shall give notice of termination of employment at least thirty (30) days in advance of the termination.
2. The Director of Christian Education shall give thirty (30) days advanced notice if he/she wishes to terminate employment.