

The First United Methodist Church of Springfield NE
Christian Education Director Job Description

Summary:

The primary responsibility of the Christian Education Director is to assist in implementing the vision and purpose of our church within the Christian Education program:

Our Vision:

Share Your Gifts, Grow the Faith



Our Purpose:

- Identify your gifts
- Discovery your purpose
- Engage in mission
- Advance your faith walk
- Live as a disciple of Christ

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrates a genuine Christian calling and is seeking to deepen his/her spiritual life.
2. Models Christian behaviors;, leads by example.
3. Individual must be a self-starter who demonstrates initiative, leadership and the ability to motivate others and non-paid staff.
4. Christian Education or Education degree with 2-3 years of experience preferred. Related experience in education, children's and/or youth ministry will be considered.
5. Must be able to recruit, train, and support unpaid staff.
6. Must be able to maintain Safe Gathering certification including background check.
7. Must be able to attend services of worship on Sunday morning.
8. Must be able to meet regularly with the pastor.
9. Must be able to meet regularly with Nurture Committee.
10. Must be able to meet regularly with Church Council.
11. Must be able to attend training and to develop relevant knowledge and skills.
12. Computer skills needed for this position include using computer-based technologies to manipulate, create, store and retrieve information to communicate with others including:
 - a. Word processing using Microsoft Word.
 - b. Incorporating graphics into articles and promotional flyers.
 - c. Researching information using the internet.
 - d. Using e-mail to communicate with staff, parents and others as needed.
 - e. Ability to use Microsoft PowerPoint for slideshows and presentations is a plus.
 - f. Ability to use Microsoft Publisher for newsletters, signs and invitations is a plus.

Essential Duties and Responsibilities:

Support and establish innovative and dynamic Christian education programs designed to help children and youth discover, learn, and share God's word. This includes but is not limited to the following:

1. Maintains a fun, learning, Christian education environment for all ages: children, youth and adults.
2. Organizes Sunday School activities, which may include either a 15 minute "opening" or "closing."
3. Directs Vacation Bible School.
4. Coordinates the Christmas program including recruiting Director(s) and assists at rehearsals.
5. Organizes, along with the Nurture Committee, at least 5 family events a year. These may include Easter, Promotion Commotion (Sunday School Kick-off), Thanksgiving, and Advent.
6. Organizes resources available for the educational ministries and makes their availability and location known to others as needed. This includes materials, books, DVD, supplies, etc.
7. Publicizes Christian education events including weekly church bulletin announcements, monthly church newsletter announcements, church's website, and City of Springfield website and newsletter.
8. Organizes and promotes summer church camps and publicizes scholarship opportunities.
9. Coordinates children's music for worship with the Worship team.

Administrative Responsibilities

1. Creates and monitors the education budget.
2. Oversees the nursery and the care provider(s).

Performs other duties and/or responsibilities as assigned.

Supervision:

Is directly responsible to the pastor, and must be able to meet weekly with the pastor.

Works very closely with the Nurture Committee for direction and feedback.

Will be given an annual review by the pastor and Staff Parish Relations Committee.

Has direct access to Staff Parish Relations Committee through their liaison.

Hours:

12-14 hours a week. This is a salaried position. Where work can and maybe done at home, there needs to be work done at church outside of Sunday morning, meetings, and events times; 3 to 4 hours are suggested.

Revised: 7/26/13