

Church of the Lakes UMC – Job Description

Position: Director of Christian Education	Compensation: \$20.43/hr; \$34,000 a year
Category: Staff – Teaching/Pastoral Ministry	Hours: 32 hours per week
Revision Date: 3/17	Full, Part or Volunteer: part time

Overview of Position: Recruit, train, direct and support teachers and other education support staff; provide leadership for developing new educational opportunities for elementary age children, coordinate Vacation Bible School; perform other related duties as indicated by the senior pastor.

Qualifications:

- College degree (either a BA or BS)
- Appropriate references and background checks
- Experience in an educational environment with children is preferred
- Administrative and personal computer skills

Important Characteristics:

- A Christ-like spirit of acceptance, warmth and conviction
- Ability to work as a team player with the staff, teachers, WOW leaders and education task groups
- A role model for children, youth and adults seeking to grow in their Christian faith
- Ability to equip volunteers to serve in education ministry
- Ability to maintain confidentiality

Responsibilities:

- Serving as a resource person for establishing Christian Educational goals and budgets
- Recruit, train, direct and support teachers and other education support staff with regular re-training/review events to keep people refreshed as well as updated
- Working with Curriculum coordinator to choose materials that are compatible with United Methodist discipline, practice and teaching
- Coordinate Vacation Bible School
- Work with other staff to insure that scheduling conflicts are avoided. This will entail attendance at semi-monthly staff meetings.
- Attend Administrative Council meetings and serve as a staff liaison to the following groups: Education and WOW.
- Supervise the Nursery/Child Care Workers, and WOW cook

- Insure that safety and protection policies are followed including child check in and also Safe Sanctuary polices
- Be available for quality continuing education events in Educational ministry

Supervision:

- This position is responsible to the Senior Pastor for weekly guidance
- The employment of the Director of Christian Education is the responsibility of the Staff Parish Relations Committee

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes UMC.