DIRECTOR OF CHRISTIAN EDUCATION
JOB DESCRIPTION
Manning United Methodist Church

Mission Statement:
“Called to love God, to love neighbor, and to love one another.”

1. **Principal Function**
   The Director of Christian Education (DCE) serves as a member of the church staff, directing and managing all Educational ministries of Manning United Methodist Church (MUMC), with a special emphasis on Children’s & Youth Ministries. His/her main responsibility is to develop and lead in in ministries to, with, and by Children, Youth & College Age persons and their families. His/her main objective is to foster and nurture Christian faith and discipleship in visible, fruitful ways in Children, Youth & College Age persons.

2. **Nature of Position & Accountability**
   This position is Full-Time and Salaried. The DCE reports directly to the Pastor and/or the Staff-Parish Relations Committee (SPRC).

3. **Primary Duties & Responsibilities**
   a. Plans and coordinates, in consultation with the Pastor, Superintendent of Sunday School, Council on Ministries and (when organized) the Christian Education Committee, a goal-driven, well-rounded, multifaceted program of Christian Education, including Sunday School, Bible Study, and Spiritual Formation for all age groups, always seeking to involve both those in the community at large as well as in the membership of the church.
   b. Recruits, trains, resources and supports teachers and leaders for Sunday School and other Christian Educational and Formation ministries, including UMYF Counselors, chaperones, drivers, etc. *Serves in partnership with church ministry volunteers, and assists the Pastor as required.*
   c. Is responsible for organizing leadership of regular weekly meetings of Children In Action (CIA) program for grades K5-5th Grade, including special off-campus “fun trips”.
   d. Is responsible for organizing leadership of regular weekly meetings of United Methodist Youth Fellowship (UMYF), grades 6-12. Plans and leads trips and off-site activities designed to foster spiritual growth and provide opportunities for fellowship through fun and recreation. These will include connecting persons of student age with sub-District, District, Conference, Jurisdictional, national and international United Methodist-related programs.
   e. Is up to date with, and uses, any and all social media needed to connect and communicate with Children, Youth and College Age persons on regular basis.
   f. Encourages and assists Children, Youth and College Age persons in participating in all facets of the church's life and work, particularly in worship leadership and responsibilities.
   g. Encourages and trains Youth in assuming leadership and planning responsibilities in the weekly meetings and other programs.
h. Does regular "Contact Work" with students in off-site settings (school and community activities in which they are involved).

i. Emphasizes programs which help Children, Youth and College Age persons in developing a sense of Christian vocation for their adult lives.

j. Attends Sunday worship at MUMC, and encourages persons of student age to do likewise.

k. Assists the Pastor with an annual Confirmation experience.

l. Administers MUMC Safe Sanctuary screenings, and adheres strictly to MUMC Safe Sanctuary policies with regard to teachers and leaders in all Educational and Formation ministries.

m. Orders curriculum and other materials as needed. Preferentially uses, and encourages all groups within the church to use, Cokesbury and/or United Methodist materials.

n. Coordinates the Christian Education calendar for the church, scheduling and publicizing events and offerings.

o. Supervises the Nursery Worker, organizes Nursery Volunteers, and Volunteers for “Children’s Church”. Helps “Children’s Church” volunteers with content for their program.

p. Organizes an annual Vacation Bible School program for children through Grade 5.

q. Assists with planning for church special event lunches and dinners.

r. Operates, and trains others to operate as needed the church’s sound and projection systems.

s. Provides reports as requested to the Pastor, Council on Ministries/Administrative Board and Charge Conference.

t. Develops and submits to the Committee on Finance an annual budget for Christian Educational ministries, and oversees expenditure of the approved budget.

u. Works intentionally to facilitate the assimilation of new church members into Christian Education and Spiritual Formation ministries of the congregation.

v. Attends regular Staff meetings, Education Committee meetings (when organized), and others as necessary or required.

w. Keeps a regular schedule of office hours.

x. Keeps congregation well informed about the church’s educational ministries by bulletin boards, the Sunday bulletin, the Weekly Newsletter, and the church website (when it comes on line). Informs the wider community through external print and online media, banners on the church campus, and by every other means possible within budget.

y. Participates at least once annually in Continuing Education pertaining to the DCE role, as approved by the Pastor and funded by the church.

z. Performs other duties as assigned by the Pastor and/or SPRC.

4. Qualifications & Characteristics

- A Christian with a strong, demonstrated commitment to following Jesus Christ who is enthusiastic, energetic, and creative in Christian Educational and Spiritual Formation leadership. Experience in Christian educational leadership preferred.

- Possesses a genuine concern for all people, and capacity to relate with all people in a sensitive, respectful way.
• At least a Bachelor’s Degree in Christian Education or a related field, or the equivalent of education and experience to perform the duties of the DCE.
• United Methodist background preferred but not essential.
• Able to pass a Safe Sanctuary screening.
• A current Driver’s License.
• Competent in use of basic church software, including Word and membership programs.
• Capacity to work successfully as part of a ministry team with other staff members and elected lay ministry leaders.

5. **Mileage**
   All ministry related mileage is reimbursable at the standard IRS rate if documented carefully and submitted for reimbursement at least every 60 days.

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