



**EPWORTH UNITED METHODIST CHURCH**  
**680 8<sup>th</sup> Avenue SW**  
**VALLEY CITY, ND 58072**

**JOB DESCRIPTION:**  
**DIRECTOR OF CHRISTIAN EDUCATION MINISTRIES**

**POSITION DESCRIPTION:**

Date Prepared: 3.19.21

Date Approved by SLT

**STATUS:** Part-time, hourly wage

**HOURS:** 12-month Contract: 15 - 20 Hours per week

**WAGE:** \$10.75/hr. - \$11,283.00/year (2021)

**BENEFITS:** No benefits

### **General Purpose of Position:**

The Christian Education Director (CED) helps provide a positive learning environment in the church so that all can experience God's love and grow closer and deeper in commitment to the Lord. The position shall be under the direction of the Pastor and the Pastor-Parish Workgroup.

### **Organizational Relationship and Supervision:**

Epworth United Methodist Church's Christian Ed Director (CED) reports to the Pastor for spiritual and ministry guidance. The Pastor-Parish Workgroup Committee conducts an annual INTERVIEW of the CED and oversees the operation of their ministry.

### **The Primary Task of CED:**

1. To administer and direct Christian Education (CE) programming for all members of Epworth United Methodist Church, pre-kindergarten to adult, so that individuals may become whole persons in Jesus Christ;
2. Work collaboratively with the Pastor and volunteers to plan, create, conduct, and evaluate a comprehensive program of Christian education ministries.
3. Greet all families prior to the Sunday-School hour and assist new or visiting families locate the appropriate classroom setting.
4. Enlist, train, and collaborate with volunteers and teachers who assist with educational ministry;
5. Provide general supervision of the Church School office and equipment;
6. Order materials and keep filing up to date;
7. Prepare a budget and present it for approval to the with the Servant Leadership Team and the Finance Workgroup Committee.
8. Plan and coordinate the summer Vacation Bible School programs annually, including recruitment of leaders and volunteers.

9. Prepare and collaborate with the Music Director and or other volunteers with the Christmas Program – grades Pre-K through grade 6.
10. Prepare newsletter articles, updates to the CE page on the church website and Facebook page and other promotional/ educational material to keep the congregation, families, and the public informed of past and future CE events.
11. Assist with the upkeep of the nursery and communication with nursery staff.
12. Promote the United Methodist Camping program and provide support for the camping coordinators(s);
13. Complete and adhere to Epworth UMC's Safe Sanctuary Training and ensure that all teachers and staff have also completed this training as well as background checks.
14. Attend (1) SLT meeting per year to share updates with the Servant Leadership Team and attend other meetings as needed.
15. Attend weekly staff meetings.
16. Coordinate all activities (e.g. through use of Master Calendar) with the Pastor, Youth Director and Office Administrator;
17. Prepare acolyte schedule for fall/spring.
18. Will assist and support the Pastor/Confirmation Leader with confirmation class and the final confirmation.

**Qualifications:**

1. Must have a strong belief in Jesus Christ as Lord and Savior and be loyal to the United Methodist Church.
2. Must have strong organizational and administrative skills as well as strong leadership skills.
3. Must relate well to others and possess good verbal and written communication skills.
4. A Degree in Education, Christian Education or some experience in Church Education is preferred but not required.
5. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of the United Methodist Church.

**Employee Acknowledgment:**

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. I understand this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my Pastor or the Chairman of the Pastor Parish Workgroup. I also acknowledge and understand that from time to time the specific duties of my job may change and this job description will be revised accordingly.

EDUCATION DIRECTOR'S NAME \_\_\_\_\_

DATE \_\_\_\_\_

**Limitations and Disclaimer**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.