



**Job Description – May 2019
Director of Christian Education
Reports to: Senior Pastor**

This full-time position is part of an integrated approach to community evangelism and lifelong Christian discipleship, and it will partner closely with other ministry areas of the church. It involves an active ministry with children and their families, coordinating intergenerational events with the larger church calendar, and recruiting, equipping, and motivating volunteer servants to lead in various ministries that reach and teach children and adults.

Essential Duties and Responsibilities:

1. Actively engage in relationship building with children in the church and community. Oversee seasonal children's outreach events and participate in community events initiated by staff and volunteers.
2. Recruit, train, and oversee all volunteers in the area of Children and Family Ministries, including Sunday School, Children's Church, Vacation Bible School, and midweek opportunities.
3. Attend planning meetings with the staff and other ministry leaders for planning and coordination.
4. Oversee Wednesday Night Fellowship and provide staff support to the Intergenerational Ministries Team.
5. Actively work with the Director of the Through-the-Week School to address the spiritual needs of pre-school families, engaging in evangelism and invitation with their families.
6. Oversee and implement the congregation's Safe Sanctuary policy. Keep all records and conduct all background checks.
7. Work with the Children's Council to develop and oversee the annual budget for Children's and Family Ministries. In conjunction with this group, choose appropriate curriculum and programming, regularly evaluating ministries to children and their families to see that community needs are being met.
8. Oversight of Adult Discipleship ministries, focusing on resourcing existing classes with increased curriculum choices and creating new opportunities for adults as worship services expand. Provide training for new teachers and small group leaders. Work with the Outreach Pastor to organize 3-4 New Members' Classes per year.
9. Perform any other duties as requested by the Senior Pastor and needed for the mission of the church.