TRINITY UMC PROGRAM DIRECTOR

Trinity United Methodist Church, a 245-year-old church in the City of Alexandria, is seeking a Program Director. This is a brand-new position and requires a commitment of 20 to 25 hours per week. This is a unique opportunity to create and manage ministries for an historic church with an eye to the future. The Program Director will coordinate and assist in the implementation of the programming ministries at Trinity with an emphasis on fostering and growing Trinity’s programs including discipleship, neighborhood outreach, and mission related activities. The position will directly oversee Christian education, including Sunday School and youth group. Total annual compensation is $25,000 to $35,000, commensurate with experience and schedule. Other benefits include:

Support for continuing education and spiritual growth.
The ability to work on flexible schedule
A small budget for implementing special projects
One-on-one mentoring with the Pastor and Church Leadership.

Our church is committed to supporting and sustaining this new position. The Program Director will report directly to the pastor with oversight from the Staff Parish Relations Committee. A bachelor’s degree with relevant major is preferred, but not required. Experience teaching Christian education a plus. Trinity is a reconciling congregation and welcomes all peoples including LGBTQ persons, Persons of Color, and people with differing abilities. You can find information about this position and our Church at our website: http://www.trinityalexandria.org. Interested applicants should send resumes and cover letters to Jodi Capps, SPRC Chair, by email at jscapps@alum.lehigh.edu. Applicants should provide a mailing address, daytime and evening phone numbers, and an email address.
PROGRAM DIRECTOR

TRINITY UNITED METHODIST CHURCH

Summary
The Program Director will coordinate the programming ministries at Trinity with an emphasis on fostering and growing Trinity’s programs including discipleship, neighborhood outreach, and mission related activities. The Program Director will work in conjunction with the Christian Formation Committee, Community Outreach Committee, and Missions Committee to help coordinate the programming ministries of the church. The position will have a strong emphasis on communication and coordination between the ministry areas. In addition, the position will directly oversee Christian education, including Sunday School and youth group.

This part-time position requires a commitment of 20 to 25 hours per week to include Sundays and attendance at committee meetings in the evenings with select weekend activities.

Qualifications/Skills
Qualified applicants will have a strong personal relationship with Christ and a commitment to advancing the ministry of the Christian church. The position will serve as a hub of all the programming ministries and applicants will require strong communication skills. In addition, the applicant should have demonstrated experience, initiative, and vision to develop and implement programming for all ages. The successful candidate will have strong team leadership skills, the ability to work collaboratively with church staff and members, and to inspire church members and volunteers. The position requires proficiency with common office computer tools, including experience with Microsoft Office products; email use, and skill with social networking mediums, etc. The applicant shall be subject to a law enforcement background check, be required to complete the “Protecting God’s Children” class, and adhere to the Trinity United Methodist Church’s Child Protection Policy. A bachelor’s degree with relevant major is preferred, but not required. Experience teaching Christian education a plus.

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<th>DESCRIPTION OF DUTIES AND RESPONSIBILITIES</th>
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<td><strong>Coordinate and assist in the implementation</strong> of programming ministries at Trinity including Christian education, Community Outreach, and Missions related activities. Serve as a hub for the Christian Formation Committee, Community Outreach Committee and Missions Committee to encourage collaboration between and among ministries to foster growth at Trinity UMC.</td>
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<td><strong>Design and maintain</strong> effective communication programs between programming ministries, particularly as it relates to Christian education, Community Outreach, and Mission related activities. This will include regular communications (e.g. email, mailings or other electronic media), and/or face-to-face meetings, as well as a social media presence on the church website and other media as appropriate.</td>
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<td><strong>Assist</strong></td>
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