

<b>JOB OVERVIEW</b>			
<b>JOB TITLE</b>	Director of Christian Education (DCE)		
<b>JOB LOCATION</b>	Primary: Church grounds Secondarily: as directed (for errands and events)	<b>CLASSIFICATION AND BENEFITS</b>	Part time, salaried
<b>DIVISION / DEPARTMENT</b>	Church Staff/Education	<b>REPORTS TO</b>	Senior Pastor
<b>POSITION DETAILS</b>			
<b>JOB PURPOSE</b>	Responsible for the operation of Christian Education church programs within guidelines set by the Senior Pastor. Plan, coordinate and implement special and regular activities, programs and events to support Christian Education at AUMC such as Sunday School, Vacation Bible School (VBS), Youth Group, and Family Fellowship Events. Coordinate volunteers for Christian Education programs.		
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>- Develops and maintains relationships with church members, staff members and volunteers.</li> <li>- Recruits, coordinates, schedules and trains teachers and volunteers for Sunday School</li> <li>- Works Sundays, except when approved leave by Senior Pastor</li> <li>- Orders curriculum and supplies and makes them readily available to teachers</li> <li>- Ensures AUMC complies with the Safe Gatherings program and implements policies to safeguard children participating in church activities</li> <li>- Supports the Lead Nursery Attendant and nursery staff/volunteers</li> <li>- Supervises other paid workers and volunteers in the Christian Education program and coordinates any church related child care needs</li> <li>- Attends staff meetings and through these meetings and other liaison with the Senior Pastor and staff, coordinates matters dealing with the AUMC Christian Education program</li> <li>- Works with the Senior Pastor, Education Committee chairperson and Finance Committee to develop and submit an annual budget to support Christian Education programs</li> <li>- Continually evaluates all Christian Education programs and makes needed improvements. Responds to changes as directed by the Senior Pastor or the Staff Parish Relations Committee (SPRC)</li> <li>- Maintains scheduled office hours as set by the Senior Pastor</li> <li>- Greets and assists visitors to the church</li> <li>- Fulfills other responsibilities as directed by the Senior Pastor or the SPRC</li> </ul>		
<b>PHYSICAL DEMANDS</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job the employee is regularly required to handle objects, tools or controls and talk and hear. The employee is frequently required to stand, walk, sit and reach. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Full range of vision abilities is required by this job (close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus).		
<b>WORK ENVIRONMENT</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indoor, office-type and meeting hall structures, with normal room temperatures; outdoor areas in close environments to church buildings and parking lots. The noise level is usually moderate.		
<b>QUALIFICATIONS</b>			
<b>ESSENTIAL QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>- Familiarity with, and passion and enthusiasm for, communicating and creating Christian programming in a United Methodist Church context</li> <li>- Strong interpersonal, communication, and relationship skills</li> <li>- Ability to teach and share the Word to people of all ages</li> <li>- Ability to organize and prepare programming</li> <li>- Previous experience working with children and youth</li> </ul>		
<b>DESIRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>- Enrollment as a seminary student or completion of a seminary program.</li> </ul>		

<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>- Working knowledge of office equipment such as computers, photocopiers and telephone systems</li><li>- Experience working with social media programs and applications such as FaceBook and YouTube.</li></ul>		
<b>DATE APPROVED BY SPRC:</b>		<b>DATE APPROVED BY ADMINISTRATIVE COUNCIL:</b>	