

Carrollton First UMC – Job Description

Position: Director of Christian Education	Compensation: Salaried/No Overtime
Campus: YBC, Bridge, <u>Both</u>	Hours: 15-20 hours per week
Revision Date: May, 2018	Full-Time, <u>Part Time</u> , Volunteer

Responsibilities:

- Coordinate Children’s Ministry at both Yellow Brick Church (YBC) and the Bridge
- Establish Christian Education goals and budgets
- Recruit, train, direct and support teachers and other education staff
- Provide regular reviews/re-training events to keep people refreshed as well as updated
- Choose curriculum/materials that are compatible with United Methodist discipline, practice and teaching
- Coordinate Sunday School, Bridge Kidz, Wild Wednesday, Vacation Bible School, Nursery
- Work with other staff to insure that scheduling conflicts are avoided
- Attend Administrative Council meetings to represent Christian Education programs
- Supervise/Schedule the Nursery
- Insure compliance of the CFUMC Safe Sanctuaries Policy, and schedule annual training updates
- Participate in quality continuing education events in educational ministry
- Perform other related duties as indicated by the senior pastor.

Qualifications:

- Appropriate references and background checks
- Experience in an educational environment with children is preferred
- Administrative and personal computer skills

Important Characteristics:

- Be a born-again Christian who agrees to participate actively in the life of Carrollton First UMC/The Bridge as a part of all services.
- Demonstrate leadership in generous giving by regularly contributing their tithes and offerings to support the work of God through the ministry of the Church.
- A Christ-like spirit of acceptance, warmth and conviction
- Ability to work as a team player with the staff and volunteers
- A role model for children, youth and adults seeking to grow in their Christian faith
- Ability to equip volunteers to serve in education ministry
- Ability to maintain confidentiality

Supervision:

- Weekly guidance and direct supervision will come from the Senior Pastor.
- The employment of the Director of Christian Education is the responsibility of the Staff Parish Relations Committee (SPRC).

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of Carrollton First UMC / The Bridge.

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