

## Christian Education Director Job Description

### Director of Christian Education

#### Thoburn United Methodist Church

Thoburn United Methodist Church is a vibrant, active church located in St. Clairsville, Ohio. We are currently seeking a Christian Education Director (CED) to play a key role in the primary mission of the church—to provide meaningful and engaging Christian Education programs for all ages. This integral member of our staff will help ensure spiritual growth through holistic and fulfilling Christian Education opportunities, including worship, discipleship and service, which are aligned with other teaching and congregation and community engagement. The Director will report directly to the pastor but work in coordination with the Education Committee. We are looking for someone to bring new energy and ideas to our programs, including:

- Fun, safe child care during and between services for infants-5 years with the expectation of an educational component.
- Creative, dynamic, age-appropriate Sunday school activities for grades pre-K-6.
- Meaningful youth programs, including fellowship, worship, and service opportunities, for grades 6-12
- Confirmation classes for grades 6-8
- Special events and ministries including Vacation Bible School, Christmas Programming, and Thoburn Kids.

#### Qualifications

- A commitment to Christ and a calling to Christian education.
- Bachelor's degree and education experience preferred. Experience in Christian education leadership roles and/or seminary training preferred.
- Strong oral and written communication skills.
- Experience in recruiting, training, and supporting volunteers for discipleship.
- Requires passing a background check.
- A valid driver's license.

#### Job Description

- Working with appropriate church leaders to set goals, determine priorities, establish programs, and coordinate calendar.
- Overseeing that all areas of Children and Youth Ministry are implemented, including: curriculum, programs, and music.
- Providing leadership to the educational ministry of the church, including identifying gifts of leaders and promoting their involvement in Children and Youth activities.
- Work cooperatively with the pastor on Children's Messages and confirmation class instruction.
- Develop Sunday school, Jr. Church, and confirmation curriculum in conjunction with the Education Committee.

- Empower parents to be involved with the faith development of their children in worship and service to their community.
- Order supplies.
- Recruit teachers and assistants for Sunday school.
- Follow Safe Sanctuary policies.
- Participate in regularly scheduled Church Staff, Church Council, and Education Committee meetings.
- Keeping current of the latest trends, methods, and materials as related to religious education.
- Write and submit regular reports as needed.
- Other duties and activities as required, including leading special programs such as, but not limited to, Thoburn Kids, Vacation Bible School, 3<sup>rd</sup> Grade Bibles, Blessing of Backpacks and the Christmas Program.

#### Position Details

- Part-time, salaried.
- Time commitment:
  - Ideally, 20-22 hours per week August through mid-June (47 weeks).
  - Certain times of the year will demand more than 22 hours per week while other times may not.
  - This includes being present Sunday mornings 9:00a.m. -12:00p.m. from early September through mid-June.
  - Additionally, attendance is required at regularly scheduled church staff meetings, and monthly meetings of the Church Council and Education Committee.
- Compensation commensurate with background and experience.

Interested candidates should submit a cover letter and resume to:

Thoburn UMC  
 209 East Main Street  
 St. Clairsville, Ohio  
 43950