

Christian Education/Youth Ministry Director Job Description

Open Door United Church of Christ, Murphys

Responsibilities will be focused on coordinating Christian Education and youth ministries through Sunday school and fellowship groups as follows:

- Develop and oversee the Sunday School Curriculum in cooperation with the pastor and Christian Education Committee.
- Work within the allocated budget and keep accurate records.
- Recruit and provide training and support of Sunday School volunteers (teachers, rotation/workshop leaders and assistants)
- Coordinate coverage for nursery care.
- Coordinate with pastor and members to provide adult education opportunities.
- Cultivate a positive and healthy relationship with children and youth and their families.
- Maintain the youth/teen fellowship programs; recruit and support volunteers and leaders.
- Write a monthly newsletter article regarding Christian Education programs and youth activities.
- Direct and/or coordinate the Christian Education Christmas Pageant.
- Attend monthly Christian Education meetings.
- Organize Children's Sunday celebration
- Attend monthly staff meetings.
- Coordinate, facilitate, and attend Vacation Bible School.
- Attend Worship Services and extra services as assigned.
- Support and promote the denominational camping program

Work in cooperation with:

- The Pastor and other professional and non-professional staff of the Church
- Community members

Reports to: Pastor

Qualifications:

Education and experience with youth and children, and a desire to assist us in developing a strong Christian Education Program, as well as experience with Sunday school and youth ministry leadership.

A. Personal:

- a. Commitment to the Christian faith in an ecumenical environment
- b. Ability to work with youth and children, and concern for their nurturing as persons and as disciples of Jesus Christ
- c. Strong listening skills and sincere interest in others

B. Job Skills:

- a. Experience with children, Christian Education, and youth ministry.
- b. Understanding of development of children, Pre-K through teens
- c. Strong verbal and communication skills

- d. Ability to educate and communicate to families of children and youth
- e. Ability to recruit, coordinate, train and supervise volunteers

C. Education:

- a. Bachelor's degree preferred.
- b. Seminary education a plus.

Expectations/Accountability:

Participate in the Christian Education Committee monthly meetings, updating the Committee with status of Sunday school and youth ministry activities. Participate in staff meetings with Pastor on a regular basis. Communicate regularly with parents of youth and children through verbal conversations, phone calls, email, newsletters and notices sent home. The Chair of the Christian Education Committee and the Pastor will conduct annual performance reviews to enable goal setting and congregational support.

Time Required:

Generally, 6-10 hours per week.

Support System:

Support from the Christian Education Committee and Pastor to establish successful Christian Education programs for our children and youth.

The Church Will Provide:

Hourly pay, professional support, and direction in approving calendar of events. Opportunities to participate in worship and sacraments of the church.

Wages:

The pay is \$18-\$20 per hour, depending on experience.

Contact:

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