

**JOB DESCRIPTION: Director of Christian Education and Discipleship  
Grace United Methodist Church  
Joliet, Illinois**

**Position Title:** Director of Christian Education and Discipleship

**Organizational Responsibilities:** Develop/oversee a comprehensive educational program for children, youth and adults. Coordinate with the Pastor the development, training and support for Discipleship ministries; e.g., Prayer Ministries and Spiritual Formation. Report to the Pastor. Attend Staff/Pastor meetings as needed.

**Hours:** Open office hours required so the ministry can be freely accessible to the congregation. Work schedule to be determined in conjunction with the SPRC and the Pastor.

15-20 hours per week, on average

1 – 2 afternoons a week, spent in the church youth office

**Qualifications:** The Director of Christian Education and Discipleship shall be a person who possesses a Christian character, one who desires to provide children, youth, and adult educational ministries in a variety of ways for the congregation of Grace United Methodist Church, and someone who is proficient in skills to the degree necessary to organize and facilitate such services. The position requires an energetic personality with a strong desire and willingness to work with and care for people of all ages as well as a desire to stay on top of the methods and techniques for working with children/youth/adults. Excellent organizational skills, and good verbal and written communication skills are necessary. Proven experience in these areas is highly desirable.

**Responsibilities:**

1. Coordinate yearly comprehensive Christian Education program for children, youth and adults, including summer Vacation Bible School and local youth mission. Provide support for ASP mission team.
2. Provide resources to Confirmation Team.
3. Recruit, train and resource volunteers for Christian Education program.
4. Develop annual budget for Christian Education program in cooperation with the appropriate committees.
5. Coordinate the fall Sunday school kick-off, Teacher Appreciation Sunday, Summer Sunday programs, Vacation Bible School, coordinate/execute the Children's Christmas play/program, and planned children/youth activities.
6. Provide leadership for Sunday school gatherings. Coordinate "Time with Children" during worship, acolyte ministry education, and children's worship bag materials. Participate in the worship life of the church as needed.
7. Provide support for Membership and Caring Ministries in collaboration with the Pastor and the vision of the congregation in their love for God and others.

**Contact Information:**

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