

Union Church Director of Christian Education Job Description

Title: Director of Christian Education

Hours: 40 hours per month (possible negotiation for half-time position with combination of Youth Director position)

Salary: commensurate with Church budget and experience

Start date: July 1, 2009

Job Summary: The Director of Christian Education, in conjunction with the Christian Education Board and the Pastor, is responsible for planning, coordinating and overseeing educational activities that enhance spiritual development and ministry involvement for all ages.

Accountability: The Director of Christian Education shall be accountable to the Christian Education Board and Pastor. Additionally, the Director of Christian Education shall serve as a colleague in working toward the strength and growth of the ministry of Union Church.

Program Responsibilities:

- Assist Christian Education Board with educational and special programming
- Assume major responsibility for, and in conjunction with the CE Board, plan and prepare annual events, including, but not limited to:
 - Rally Day
 - Lenten Christian Education Offerings
 - Christmas Play
 - Vacation Bible School
- Plan and prepare Sunday School for adults, college students, youth and children through the following activities:
 - Study, request and prepare curriculum as necessary
 - Supplement / write curriculum as needed
 - Recruit teachers and volunteers, with assistance from CE Board
 - Assume responsibility for, with assistance from the CE Board, preparation of space, material, and curriculum readiness for weekly and special classes
 - Collaborate with teachers and volunteers for long-range and short-term planning of curriculum, lessons and activities
- Oversee Children's Church through the following activities:
 - Prepare curriculum and activities
 - With assistance from the CE Board, recruit leaders for the children's service and activities
- Plan programs for Wednesday Night Live through the following activities:
 - With assistance from CE Board, oversee weekly educational programs
 - Working in collaboration with other Union Church Boards and committees, recruit special programs and program leaders that meet church and/or community needs and requests

- Prepare space, materials, and curriculum, as needed
- May recruit and plan special events and programs (for children, youth, college students, adults and intergenerational groups) not included in regular Sunday School and church offerings. Special events and programs may be Christian Education Board sponsored and/or in collaboration with other Boards and committees

Administrative Responsibilities:

- Attend monthly and special Christian Education Board meetings
- Develop and maintain budgetary responsibilities for the Christian Education Board
- Work with the ministry team on education priorities
- Collaborate with other Boards
- Attend Staff Meetings
- Ensure the preparation and submission of the monthly Consider article and Christian Education information

Qualifications:

- A person of progressive Christian faith
- Adhere to the principles of Union Church
- Possess the disposition to work with all ages of children and adults
- Possess an interest in children/youth and their lives
- Understand and maintain confidentiality
- Demonstrate flexibility and enthusiasm
- Demonstrate the ability to work independently and in a professional manner
- Maintain a collegial attitude and be a team player
- Be able to effectively communicate with children, families and other
- Minimum requirement of a high school diploma; Bachelor's degree preferred; or combination of course work and workshops related to Christian Education

Background Check: The Director of Christian Education shall submit to and pass a background check prior to employment.

Professional Evaluation: The Pastor, Personnel Committee, and representation from the Christian Education Board will complete an evaluation at 3 months and 1 year from hire.

Terms of Termination: Thirty days notice of termination of this contract by all parties of this contract is expected.

If interested in being the Director of Christian Education at Union Church, please submit the following application materials:

- 1) a letter of intent detailing why you are the best person for this position,

- 2) an updated resume highlighting your education and experience applicable to this position, and
- 3) at least 3 personal and professional references with their names, job title (if applicable), how you are acquainted, and the reference contact information.

All inquires and above application materials should be forwarded to:

Megan Purcell

c/o Union Church

CPO 2105

Berea, KY 40404

Telephone: 859-986-3725

Fax: 859-986-9260