

Director of Christian Education Job Description 05/2020



Enfield Congregational, United Church of Christ in Enfield, CT, seeks a **part-time Director of Christian Education** to further develop our already existing Christian education program. The Director of Christian Education serves at the pleasure of the pastor in coordination with the church council and is the central figure ensuring the quality, substance, and appropriateness of the Christian theology taught that serves an integral part in the pastor's and the church's vision of ministry. The candidate for this position should demonstrate an ability to have a good working relationship with the pastor and congregation, and have proven experience in leading youth and children in an ecumenical Christian tradition.

Professional Qualifications:

- Education – Bachelor's degree (seminary preferred)
- Experience with children, Christian Education, and youth ministry

Required Skills:

- Commitment to the Christian faith in an ecumenical environment
- Enthusiasm and optimism about education ministry to youth and children and their families
- Ability to work with youth and children and concern for their nurturing as persons and as disciples of Jesus Christ
- Strong listening skills and sincere interest in others
- Understanding of development of children, Pre-K through teens
- Strong verbal and communication skills
- Ability to educate and communicate to families of children and youth
- Ability to recruit, coordinate, train and supervise volunteers
- Self-starter with a strong commitment to excellence
- Team-player with a "can do" yet flexible attitude
- Excellent organizational and administrative skills; strong attention to detail
- Understanding of Google Docs with the ability to collaborate

Duties:

- Coordinate Christian Education and youth ministries through Sunday school and fellowship groups of the church
- Develop and oversee the Sunday School Curriculum in cooperation with the Curriculum Team established by the Christian Education Committee
- Work within the allocated budget, and keep accurate records
- Recruit and provide training and support of Sunday School volunteers (teachers and assistants)
- Coordinate coverage for nursery care
- Coordinate with pastor 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
- Organize a Children's Sunday celebration annually
- Coordinate, facilitate, and attend VBS
- The Director of Christian Education is a regular member of the staff and is expected to:
 - Attend weekly staff meetings and meet with the pastor as necessary
 - Participate in liturgical planning meetings and other meetings as directed
 - To be a team player on a small staff
 - Fulfill all necessary Safe Church required training (as identified)
 - Attend monthly Christian Education meetings
 - Be available to monthly Church Council meetings as needed

Compensation:

- \$25,000 per year with some professional development funds available

For more information, please contact:

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