



Position Description

- Position:** Director of Christian Education
- Classification:** Part-time (20 hours/week; including Sundays, 9:00am – 12:00pm), nonexempt
Remote work up to six hours/week with prior approval from the Senior Pastor
- Reports To:** Senior Pastor with direction and guidance from the Education Ministry
- Compensation:** Up to \$40,000 with expectation that the hours, compensation, and responsibilities will grow as the Education Ministry and congregation grow.

Position Summary

The Director of Christian Education is responsible for coordinating with the Education Ministry Team and Senior Pastor to organize and resource Little River UCC's education programming and events, with an emphasis on children and youth.

Essential Duties and Responsibilities

Leadership and Volunteer Management

- Follow the LRUCC Safe Community Policy.
- Attend weekly staff meetings.
- Schedule, attend, and facilitate monthly meetings of the Education Ministry Team.
- Utilize UCC content where available and appropriate, and acquire and adapt other curricula to conform with our progressive and Reformed traditions.
- In collaboration with the Education Ministry Team and volunteers, schedule all education ministry programs and events.
- In collaboration with the Education Ministry Team, recruit, train, and support volunteer teachers and lay leaders for all educational programs and events.
- In collaboration with the Education Ministry Team, volunteer teachers, and lay leaders, acquire and organize supplies for all education programs and events.
- Provide input to the Education Ministry Team's proposed budget, following the budgetary guidelines set by Council and the congregation.
- Send updated information to the Office Administrator and Director of Communications to convey Education Ministry matters to the congregation.
- Coordinate with the Children and Youth Choir Director, as appropriate.
- Perform other duties from time to time as directed by the Senior Pastor.

Worship & Liturgical Events

- Coordinate with the Senior Pastor and Education Ministry Team to integrate children and youth into Sunday services, including Time with Children and candle lighting each Sunday, monthly Communion Sundays, annual Children and Youth Sunday, annual Back to School Sunday, annual reception of Bibles, annual recognition of teachers/volunteers, etc.

- In collaboration with the Education Ministry Team, volunteer teachers, and Senior Pastor, schedule bi-annual youth confirmation classes and participate in confirmation ceremony.
- Coordinate with the Senior Pastor and Education Ministry Team to create new programming in line with our current strategic plan (e.g., multigenerational worship, children's church, etc.).

Programs

- Direct church school: Sunday morning nursery, elementary, and youth classes.
- Direct the Youth Group (currently once a month after Sunday worship).
- Direct Our Whole Lives, a bi-annual program focused on human sexuality and relationships for middle schoolers.
- Coordinate new educational programs in line with our current strategic plan (e.g., First Fridays program for parents to have a night out, Vacation Bible School one week each summer, etc.)

Events

- Lead Education Ministry events (e.g., Back to School Registration, boundary training for teachers and lay leaders, end of school party, etc.).
- Monitor bi-annual background checks and self-disclosure forms.
- Coordinate new educational events in line with our current strategic plan (e.g., youth mission trips, youth service projects, etc.).

Community Building

- Help with outreach and follow-up to prospective new church families with children and/or youth
- Maintaining contact with current families with children and youth

Required Abilities and Attributes

- Accepting and respectful of cultural diversity.
- Knowledge of child development.
- Possesses the ability to keep children and youth engaged and safe.
- Possesses the ability to make sound judgements and has strong decision-making skills.
- Possesses a passion for Christian education.
- Possess the characteristics and qualities necessary for working harmoniously, effectively, and confidentially with church members, pastor(s), and other church staff.

Qualifications and Experience

- B.A. required, Masters degree preferred.
- Sufficient training and experience in Christian theology and practice to lead children and youth in worship, learning, and social action. If the candidate is an ordained pastor, a portion of the salary may be designated as housing allowance.

Both ordained and lay persons will be considered for the position.

Application Process

To be considered, please email your current resume to hr@lrucc.org, the LRUCC Human Resources Team.

DISCLAIMER: *This is not necessarily an exhaustive list of all responsibilities, duties, or requirements associated with the job. While this is intended to be an accurate reflection of the current job, LRUCC reserves the right to revise the job description or to require that other or different tasks be performed as assigned.*