# Job Description: Director of Christian Education

10-15 hours/week, salary $14,300

Sunday morning in person required

**About Asbury UMC:**

Asbury is a congregation that spans generations, actively providing faith learning and engagement experiences for both young families and intellectually engaged seniors. Every Sunday during worship, we echo a resounding message: "Whoever you are, whatever your circumstances, however you identify yourself, regardless of sexual orientation or gender identity, if you come here to find God, you are welcome."

**About the Job:**

The Director of Christian Education is responsible for administration, supervision, and leadership of the Christian Education ministry at Asbury United Methodist Church. This person will lead the planning and execution of Christian education ministries in collaboration and consultation with the pastor and the Christian Education Committee. The primary charge of this position is to provide meaningful educational ministries and support such that all members of the congregation can grow as faithful disciples of Jesus Christ, feel supported in their educational journey, and use their own gifts in service to others.

**Key Responsibilities:**

1. Recruit, train, and schedule Sunday school teachers
2. Actively promote and report on Christian Education programs, progress, and activities in a variety of formats and to a variety of stakeholders including but not limited to: SPRC, the pastor, Christian Education, Congregation, and Intertwine Youth Ministry.
3. Administer the Safe Sanctuary Policy in coordination with the Christian Education Committee, including forms, background checks, and training.
4. Collaborate on both short term and long term ministry development, implementation, and evaluation with Pastor twice a month and with the Christian Education Committee during regularly scheduled meetings or as needed.
5. Collaborate with the Christian Education Committee on coordination of Christian Education curriculum, schedules, volunteers, supplies, paperwork, and budgets for: Sunday School, Children’s Corner, Nursery, Christmas pageant, and other events and programs as applicable.

**Terms of Employment:**

1. The Director of Christian Education is hired by the Staff Parish Relations Committee, employed by Asbury Church, and shall work under the supervision of the pastor in collaboration with the Christian Education Committee.
2. Employment shall be part-time; minimum of 10-15 hours per week as needed to meet the needs of the position depending on the season.
3. Sunday morning availability required.
4. Job performance will be reviewed annually.

**Qualifications:**

1. Experience in the life and ministry of the Church.
2. Good people skills, including working with diverse groups, person-to-person communication and electronic communication.
3. Understanding of group dynamics (team building, collaborative leadership, equipping others, etc.) and desire to understand the needs of different age groups and parents.
4. Strong organizational skills.
5. Ability to think/reflect theologically, with a commitment to the spiritual growth and discipleship of both oneself and the congregation.