

## Glenside United Church of Christ – Position Description

<b>Job Title: Director of Christian Education</b>	<b>Last Updated: 8/10/21</b>
<b>Area: <input checked="" type="checkbox"/> Church <input type="checkbox"/> Pre-School</b>	<b>Reports to: Pastor</b>
<b>Position: 25 to 30 hours per week. Salary starts at \$30K and is based on experience. A benefits package is also offered.</b>	

**Job Summary:** The Director of Christian Education serves as a member of the church staff, directing and managing Christian education and formation for all ages. The primary focus in the first several months will be on children and youth ages 3 to 18 and their families. The secondary focus will be on adults and intergenerational activities. This job is a “term position” for one year with the option to renew.

### **Job Responsibilities:**

- **Overall**
  - Plan and coordinate Christian Education experiences, which will initially focus on Sunday School, with the goal of involving both those who are already church members, as well as reaching out to those in the community.
  - In the secondary phase, responsibilities will also include Bible Study for adults.
  - Recruit, train, and support teachers, leaders and other volunteers for Sunday School and other Christian Educational and Formation ministries.
  - Work intentionally to facilitate the assimilation of new church members into Christian Education and spiritual formation ministries.
  - Regular and proactive communication with the congregation as well as the wider community.
  - Potentially supervise nursery attendants during Sunday service, once this in-person function is offered again.
  - Attend regular Staff meetings, and other meetings as necessary or required.
  - Develop and submit an annual budget for Christian Educational ministries and oversee expenditure of the approved budget.
  - Provide reports and perform other duties as requested by the Pastor and/or Church Council.
  - Keep a regular schedule of office hours.
  - Adhere to church policy.
  
- **Programs for Youth**
  - Create engaging programs and opportunities for youth ages 13 to 18 that will benefit and enrich their spiritual life and their life within the church.
  - Encourage and train youth and college age persons in all facets of the church’s life and work, particularly in leadership, planning and responsibilities in Sunday service and other programs within the congregation and in the community.
  - Actively reach out to youth and their parents to encourage their participation and involvement.
  - Participate with and get to know the Youth and their interests.
  - Follow-up after each program to assess if it met its goals/objectives.

- Assess the need and provide for participation in programs such as mission trips, retreats, confirmation classes, Pennsylvania Southeast Conference, Regional and National Youth Events.
  - Recruit, support, equip, and train youth class teachers.
  - Assist the Pastor as needed with the Confirmation experience.
- **Programs for Children**
    - Lead the Sunday School program for children by recruiting and training volunteer teachers, and selecting and preparing the curriculum each Sunday to be given to the teachers.
    - Initially, use the current Sunday School curriculum for children ages 3 to 12.
    - Assess whether to continue using the current curriculum or make a change.
    - Assess the need for additional teachers and volunteers.
- **Programs for Adults (secondary focus)**
    - Assist the Pastor as needed with Adult Education and Bible Study.
    - Continue the current Adult Education and Bible Study, selecting new topics and volunteers as needed.
    - Assess if additional or different programming is needed.
- **Intergenerational Programs (secondary focus)**
    - Organize and advertise a multigenerational program/activity at least once a year.
- **Outreach**
    - Work with Pastor, staff, Council, and the congregation to creatively develop ways to reach out to youth and families in the surrounding community.
- **Communication**
    - Creatively use different forms of communication – such as social media, GUCC’s website, Facebook, weekly church newsletter, Sunday bulletin, in-person announcements during service, etc. – to publicize and generate interest in programs/activities.
    - Stay up to date with, and use, many forms of social media to connect and communicate with Children, Youth, College Age and Adults on a regular basis.
    - Inform the wider community through external print and online media, banners on the church campus, and by other means possible within budget.
- **Volunteer Involvement**
    - Create job descriptions for volunteer positions.
    - Recruit, train and supervise volunteer leaders for the programs listed above.
- **General Tasks**
    - Ensure that all programs for children and youth comply with Glenside UCC’s safe church policy.
    - Able to use virtual meeting tools, e.g., Zoom, etc. and computer skills.

## Qualifications

- **Required Experience**
  - A contagious faith in God.
  - Experience working with children and/or youth.
  - Experience in Christian educational leadership.
  - Experience working with a progressive church and/or the desire to work with a progressive church.
  - Experience with social media and communication.
  - Enthusiasm for working with youth.
  - Creativity and ability to think “outside the box”.
  - Competence in use of Microsoft products.
  - A current driver’s license.
  
- **Education**
  - A Bachelor’s degree in Education or relevant area is required. Master of Religious Education, Master of Divinity or relevant area is preferred.
  
- **Employment Required Clearances**
  - PA child abuse clearance, PA criminal background check, and FBI fingerprint check.

*Email your resume to [Resumes@GlensideUCC.org](mailto:Resumes@GlensideUCC.org)*