

# **Job Description - Director of Christian Education and Program Coordinator**

In keeping with the mission statement of the Brunswick United Methodist Church (BUMC), the following job description has been developed for the position of Director of Christian Education and Program Director at BUMC.

The mission statement of all local United Methodist churches is to make and mature disciples of Jesus Christ for the transformation of the world. At BUMC, we understand that to mean we as a church invite people “to follow Jesus, make disciples and change the world.”

## **Job Position:**

Director of Christian Education and Program Coordinator (40 hours per week are flexible to meet the needs of the church based on planned activities and weekends required as needed)

## **Qualifications:**

- Available to work weekends as needed and especially Sundays
- Bachelor’s Degree in Communications, Education, Seminary or other relevant degree
- 3 years’ experience preferred
- Proven creativity skills and ability to coordinate new programs and activities
- Practicing Christian
- Ability to be a team player and to inspire others
- A sense of a call and passion for working with children and youth

## **Job Description:**

Director of Christian Education and Program Coordinator oversees and directs all aspects of Christian Education for adults, youth ministries and children’s ministries, and manages the development and growth of the Christian Education Program at BUMC.

The Personnel Policy of the Brunswick United Methodist Church shall provide guidelines for benefits and conduct for the Director of Christian Education and Program Coordinator. Additionally, the duties of the Director of Christian Education and Program Coordinator of BUMC shall include but not be limited to those listed in this job description.

## **Job Responsibilities:**

### **A. Duties and Responsibilities For Christian Education**

1. Develop and implement children and youth strategy plan in conjunction with the pastor in line to support the vision of the church.
2. Identify church members to assist in the completion of Christian Education duties including but not limited to teaching Sunday school for children, youth and adult classes, and staffing the crib/toddler room.
3. Provide new teacher training/orientation and coordinate teacher appreciation.
4. Coordinate current children’s activities (such as Kidz Connect, VBS, Trunk or Treat, Easter Egg Hunt, Children’s Pageants) and expand children’s special activities.
5. Expand adult small group activities.
6. Coordinate Rally Day.

## **B. Duties and Responsibilities - Youth Ministries**

1. Provide and promote overall coordination of Junior and Senior High UMYF.
  - a. youth worship services and other opportunities for music and drama
  - b. special presentations and study groups for youth
  - c. outreach opportunities for the youth
  - d. special activities such as sleepovers, concerts and youth events
  - e. youth mission trips
  - f. fundraising
2. Promote and maintain cooperation between youth ministry and the ministry of the church.
3. Recruit, train and guide adults to work with the Jr. and Sr. High groups.
4. Schedule, oversee planning and execution of regular UMYF Sunday meetings or events and communicate with parents, volunteers and youth.

## **C. Duties and Responsibilities –Adult and Family Program Coordinator**

1. Maintain connection with post-high school youth.
2. Coordinate creative programs and community outreach.
3. Plan and implement new programs targeted to spiritual growth and development.

## **D. Administrative Duties**

1. Report to the Pastoral Staff.
2. Maintain classroom supplies for Sunday school.
3. Maintain the Sunday school folders with attendance worksheets, parent and teacher notes, etc....
4. Maintain all attendance records for each group.
5. Prepare budget and monitor expenses for all Christian Education Programs and activities.
6. Assist as needed with the Church Camp registration.
7. Develop publicity (handouts, flyers, blogs, and emails).

## **Meetings to Attend** (upon request by the Pastoral staff, including but not limited to the following)

1. Education
2. Administrative Council
3. Staff meetings

## **Termination:**

Termination by either party can be given with two weeks' notice.