



Job Description: Christian Education Director

United Methodist Church of Mount Vernon - 304 1st St SW - Mt. Vernon, IA 52314

Job Title:	Christian Education Director
Sub Job Title:	
Reports To:	Lead Pastor
Last Updated:	5/19/2018
Estimated Hours per Week:	10 (year round)
Aligned Pillar:	Family Ministry, Spiritual

Summary:

To organize, coordinate, and promote Christian education of children, youth, and adults within the church including the Sunday School and Vacation Bible School programs.

Essential Job Functions:

- Oversee the Sunday school program by teacher recruitment, teacher in-service; teacher/shepherd communication, obtaining supplies/AV equipment, and ordering curriculum;
- Submit information for church newsletter and bulletins regarding education programming;
- Develop and teach third grade Bible class;
- Coordinate with Christian Education Committee to develop and manage annual budget.
- Submit budget to Finance Committee for upcoming year;
- Coordinate and maintain Christian education program calendar;
- Promote parental and volunteer involvement in Sunday school
- Coordinate with Staff-Parish Relations Safe Sanctuary sub-committee to develop and implement appropriate safety guidelines;
- Identify, recommend, and implement educational programs to enhance spiritual development and ministry involvement for all ages;
- Coordinate with Education Committee and pastor to develop Sunday school curriculum plan;
- Coordinate with Education Committee to plan special Sunday school events such as: Rally Day, Camp Sunday, Teacher Appreciation, and the Sunday School Christmas Pageant
- Coordinate along with volunteers the Vacation Bible School program, along with participating churches;
- Meet as needed with the Sunday School Superintendent to discuss program issues, updates, and scheduling needs;
- Attend meetings with staff, Education Committee, Church Council, Pre-School board, and other church committees as needed;
- Assist with other tasks as requested.

Knowledge/Skills/Abilities:



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- Demonstrated ability to lead and actively participate musically
- Strong organizational skills
- Strong verbal and written communication skills

Experience/Education (Preferred/Required Noted):

- Belief in Jesus Christ as your personal Lord and Savior
- Exhibit Christian Character
- Strong commitment to Christian education;
- Ability to work with children and volunteers;
- Organizational and leadership skills.

To apply send cover letter and resume to Pastor Joy Mitchell
pastorjoymitchell@gmail.com