

RIDGE UNITED METHODIST CHURCH
POSITION DESCRIPTION

April 1, 2008 DRAFT

POSITION TITLE: **MINISTER OF CHILDREN'S EDUCATION**

REPORTS TO: Senior Pastor SALARIED: X HOURLY:

POSITION PURPOSE AND SUMMARY

Under the direction of the Senior Pastor the minister shall develop, administer and implement the children's education program for Ridge United Methodist Church. The strategy will be designed to strengthen the children's relationship with Jesus Christ.

Shall serve as a staff member of Ridge United Methodist Church and shall report to the Senior Pastor. Overall supervision will be provided by the Senior Pastor and the Staff Parish Relations Committee. Shall follow the employee guidelines as stated in the EMPLOYEE HANDBOOK, CHILD PROTECTIVE GUIDELINES and the policies outlined in the BOOK OF DISCIPLINE.

Shall work closely with the Senior Pastor to ensure the proper coordination of the total church program. The Minister of Education is a part time (10 hours per week) staff member.

PRINCIPLE DUTIES AND RESPONSIBILITIES

EDUCATION

1. Work with Senior Pastor to develop education program for children at Ridge United Methodist Church.
2. Staff liaison to Children's Education work area
 - a. Set and implement yearly goals, objectives and budget for Children's programs.
 - b. Recruit church school teachers and other leaders for the Christian Education programs and related training.
 - c. Nurture church school teachers and leaders in the Christian faith
 - d. Provide resources and curriculum for teachers and leaders of children's programs.
 - e. Assure the maintenance of church school records, enrollment, attendance and complete the annual conference report.
 - f. Facilitate summer programs such as Vacation Bible School, etc.
 - g. Facilitate the development of new classes as needed.
3. Facilitate the development of and supervise the Children's Sunday School and Mid-week (WWE) Children's program.
4. Publicize, promote and coordinate children's camping and retreat opportunities.
5. Create Education Team to support ministries.
6. Supports the Mission and Values of Ridge United Methodist Church through communication, performance, and by self-example to the congregation and the community.
7. Other duties as may be assigned from time to time by the Senior Pastor.

"The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an all inclusive list of responsibilities, duties, and skills required of personnel so classified."

JOB PERFORMANCE CRITERIA

- A. **EDUCATION/EXPERIENCE:** Has experience in Christian Education. Have or gain an understanding about United Methodist Church. This position will be encouraged to enhance their ministry through participation in professional development.
- B. **MENTAL AND PHYSICAL DEMANDS/WORKING CONDITIONS:** The Minister of Education is a 10 hour per week staff member. Flexible hours are required to meet responsibilities. Must be able to meet established deadlines.
- C. **SERVICE RELATIONSHIPS:**
 - 1. Have the ability to work with people of all ages, and especially children.
 - 2. Ability to work in a team oriented staff environment.
- D. **ACCOUNTABILITY:**
 - 1. Has a commitment to maturing in his/her Christian Faith and an ability to share that faith with others.
 - 2. Be able to envision, coordinate, organize and administer programs.
 - 3. Be a responsible person.
 - 4. Be a self starter - a motivated person.
- E. **STAFF RESOURCE PERSON:** Shall serve as the Staff Resource person to:
 - 1. Education Team
- F. **SUPERVISORY RESPONSIBILITY:** No supervisory responsibility.

APPROVALS:

Senior Pastor

Date

**YEARLY REVIEW
DATE AND INITIALS:**

Date	Initials
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_____	_____
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_____	_____