

St. Andrew United Methodist Church Director of Christian Education

The Director of Christian Education will be a full-time exempt employee of St. Andrew United Methodist Church. He/She shall be under the supervision of the Senior Minister or an appointed designee and shall be responsible to Staff Parish Relations Committee, which shall include meeting with that committee as requested.

QUALIFICATIONS:

1. A college degree in Christian Education preferred.
2. A minimum of 5 years of full-time experience preferred working with youth, children and adults including knowledge of Christian Education curriculum and the practice of spiritual disciplines.
3. Must partake in an active and intentional spiritual life.
4. Must be able to establish and maintain effective working relationships with other employees and parishioners.
5. Must demonstrate good oral and written communication skills.
6. Must demonstrate good time management and organizational skills.
7. Adept with Microsoft Office and internet usage.

DUTIES:

The Director of Christian Education shall provide services and programs based on Spiritual Formation practices such as prayer, bible study, spiritual retreats and small group formation. These services and programs include, but are not limited to, the following:

1. Develop Christian Education to include planning curriculum, recruiting and training leaders and volunteers for:
 - Sunday School
 - Confirmation Classes
 - New Member Classes
 - Youth Program
2. Develop comprehensive children and youth programs which would:
 - Develop relationships with children and youth:
 - Visit families
 - Attend events in which children and youth are involved
 - Be an active presence in the community
 - Develop and plan curriculum for all children and youth
 - Recruit and train leaders/volunteers

- Work with Education Committee in developing and implementing Vacation Bible School
3. Plan, develop and coordinate discipleship programs for families and small groups including the recruiting and training of leaders. These programs will include, but are not limited to:
 - Fellowship
 - Outreach
 - Spiritual Formation
 - Education
 - Bible Study
 4. Will serve as Ex-Officio Member in the Education Outreach Ministries Committee
 5. Will serve on Education Committee
 6. Will take continuing education classes each year in order to continue to grow in the position.
 7. Other duties as assigned.

COMPENSATION: Negotiable based on experience and education.

APPLICATIONS: Applications for the position must include a resume, copy of college transcripts, three letters of recommendation with contact information, and a statement of how you think your qualifications and experiences can fulfill the job description. Send applications to:

Chairperson of Staff-Parish Relations Committee
St. Andrew United Methodist Church
815 Kanawha Terrace
St. Albans, WV 25177

or e-mail to: standumch@aol.com

Visit our website at: sasaumc.org

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