

DIRECTOR OF CHRISTIAN EDUCATION
(Minister of Education)
Job Description

The following description may be so comprehensive as to be impossible to fully meet. However, as a description of the ideal candidate performing the ideal role it is at least useful in sketching out the vision that we have for Christian Education at Saint James'.

Please consider what you are able to offer in the areas listed below, noting what areas you are comfortable meeting and which you may be able to grow into, given time, success and support.

You may want to offer reflections or clarifications about this job description in your cover letter should you choose to apply. We hope you will!

In putting together your application, gather the following:

- A cover letter expressing your interest, and why you feel this work is right for you;
- A resume or similar expression of your experience, training and background;
- A list of 2 or 3 references who are familiar with and can speak to your gifts in the area of Christian Education;

And send them to us either by email (office@saintjamesgi.net) or fax (734-676-9363). We are praying that God will bless us with a joyful colleague with whom we can share years of satisfying Christian Ministry. May the Lord direct and lead you in this.

Yours in Christ,

The Christian Education Committee of Saint James' Episcopal Church



OBJECTIVES

- To enhance existing programs for and develop new programs for children and youth.
- To recruit, train, and supervise volunteers and staff, while also engaging personally in all areas of the ministry of Youth and Children's education and formation at Saint James'.
- To build an environment that supports every child in a lively, inquiring, and continually growing relationship with Christ.

QUALIFICATIONS

- Lay professional with a strong focus and background in ministries of education and formation.
- Commitment to Christ-centered spiritual development
- Bachelor's Degree in education with advanced experience or study an asset.
- 3+ years experience with Christian Education programs in a Christian church with a liturgical tradition.
- Knowledge of current resources and models for Christian Education. (LOGOS, Godly Play, Catechesis of the Good Shepherd, Confirm not Conform, and Journey to Adulthood experience is an asset.)
- Solid "people skills," i.e., personable, outgoing, community oriented, a positive outlook and a sense of humor.
- Demonstrated administrative and organizational skills.
- Stringent criminal background checks and reports will be conducted. Strong communication and relational skills
- Computer literate
- Effectively able to manage volunteers

PRIMARY DUTIES AND RESPONSIBILITIES:

Christian Education

1. Plan, direct and lead programs of nurture, service, education and fellowship for the total parish children's ministries.
2. Be committed to Jesus Christ in a way that shows through in all curriculum, planning, meetings and programs, including leading prayer.
3. Raise numbers of Kids in Sunday School to 20 by the end of the first year, 35 by the end of the second year
4. Develop, organize, and maintain teacher resources
5. Review, select, and order curriculum in conversation with Rector and teachers.
6. Encourage and promote spiritual renewal opportunities, including retreats, children/family gatherings, conferences, special events, etc.

7. Oversee Vacation Bible School programs, recruiting and supporting volunteer teachers and directors.
8. Oversee First Communion Classes, coordinating with the rector regarding curriculum, staffing and process.
9. Oversee Confirmation Classes, coordinating with the rector regarding curriculum, staffing and process.
10. Oversee the annual Christmas Pageant, Children's Bell Choir, Mission Trips, Advent and Easter Kid's Days, and children's services, coordinating with the Rector regarding process, content and staffing.
11. Develop, gather and spread the word about Christian Education resources for children and families, including such things as books, videos, posters, handouts, newsletters, etc.

Youth Groups

1. Recruit, train and work alongside parish volunteers.
2. Develop a Jr. High Youth Group (currently barely in existence) and expand the Sr. High Youth Group (currently 5-8 members).
3. Increase average participation in Sr. High Youth Group from 4 to 7 in first year.
4. Plan, coordinate and lead regular Sr. High Youth Group mission trips, seeking to follow a model that incorporates local, national and international locations.
5. Know the names of all youth and their parents. Actively greet them in worship and especially engage newcomers with children.
6. Raise youths' knowledge of scripture and develop their comfort-level to understand, speak of and live the Christian faith.
7. Inspire in parents, staff and volunteers a strong and abiding sense that their children are in safe, capable and mature hands when they are with you.
8. Show strong organizational skills that will be demonstrated in planning, ability to carry out the multi-month process leading to such things as mission trips, frequent email contact/reminders and telephone contact.

Congregational Nurture

1. Engage in proactive communication with the congregation including verbal communication, newsletter, bulletin and flyers.

2. Know the names of all children and their parents. Actively greet them in worship and especially engage newcomers with children.
3. Be a positive presence in the parish and in the community for children, youth, adults and their needs.
4. Develop and implement special children's programs i.e. Christmas, Mother's Day, VBS, Lenten and Adult Programs, etc.

Worship

1. Ensure that children are regularly incorporated into Sunday services of worship.
2. Recruit and Direct the Rainbow Bell Choir director
3. Advocate for the children to ensure that they are always provided experiences of worship that are frequent and meaningful.

Adult Education

1. Work closely with the rector to develop an annual program of classes and other programs for adult Christian formation that meet the many and various needs of the members of Saint James'.
2. Advertise, publicize and coordinate adult programs, ensuring that word gets out, necessary materials are ordered and on-hand, and that program leaders are as equipped and prepared as possible.
3. Communicate with the rector regarding the possible benefits of developing a Christian Education Committee that coordinates programs of Christian formation throughout the church, including children, youth, and adults.

Administration

1. Oversee Nursery, including the staff, toys, cleanliness, videos, trainings and scheduling.
2. Recruit and nurture teachers and lay leadership for educational programs.
3. Build an effective, dynamic team of education volunteers, providing teacher training and support
4. Provide timely, specific, and constructive feedback to those supervised.
5. Advocate for and manage the Christian Education budget.

6. Work with leaders of Youth Groups to coordinate events, fundraisers and trainings.
7. Attend weekly staff meetings

HOURS/COMPENSATION

- Hours per Week – estimated at 5 (will fluctuate with the Church Season)
- Annual Stipend – \$1,500 to \$6,000 (based on experience, qualifications and the amount of the above for which the candidate is able to take on leadership.)