

Hockessin United Methodist Church
Director of Christian Education and Family Ministries
Position Description

The Director of Christian Education and Family Ministries is a part-time (avg. 20 hours per week over the course of a year), salaried position, reporting to the Senior Pastor. Responsibility includes leading and coordinating the Christian Education programming including Sunday mornings and coordinating additional monthly Family Ministry activities and programs that will attract and minister to children and families in our church and greater community.

General Responsibilities

*Design and implement, in coordination with the Pastors and Developing Disciples Cluster Leader, a comprehensive ongoing Christian Education and Family Ministry that will support HUMC's stated purpose. Continue to manage this ministry to ensure that it stays up to date and aligned with HUMC's goals.

*Recruit, train, support and retain a willing group of volunteers that will be committed to regularly teaching children and supporting family ministries

*Direct all Christian educational endeavors to ensure that all programs offered will nurture church members at all stages of spiritual growth

*Publicize all spiritual program opportunities (both old and ongoing) to ensure that all may be aware and participate

*Order, prepare and distribute curriculum, study guides, video series and all other resources, supplies and materials needed. Also, help teachers find appropriate curriculum when required

*Establish new security and safety procedures where necessary and see that all such procedures are enforced and adhered to within the realm of the education and family ministry

*Offer training for new (and existing, if desired) Sunday school teachers sometime in late summer

*Ensure that appropriate records (i.e. attendance) are maintained and help determine what other records may be useful or needed

*Prepare and submit to the Finance Committee an annual Christian Education & Family Ministry Budget and manage the approved budget

*Maintain good communications with church staff, church leaders and the congregation about the Christian Education and Family Ministry programs

*Provide on-site oversight and leadership each Sunday morning from 8:15am until 12:30(or later); conduct additional off-site planning, communicating, shopping, or meeting with committees or individuals on an as needed basis

*Plan, coordinate and lead VBS program in the summer

*Fill in as a teacher when required (esp. for Summer Sunday School)

*Plan and coordinate a monthly Family Ministry activity or program that will minister and engage members of the congregation and our community

*Attend Church Staff Meetings and provide monthly Christian Ed and Family Ministry updates at Church Council meetings

*Maintain and update Christian Ed and Family Ministry bulletin boards

*Actively participate in the life and events of HUMC in order to network with the needs and opportunities of the congregation

*Performs other duties as assigned by the Senior Pastor

Qualifications

*Previous experience in education, ideally from a Christian setting

*A personal commitment to Christ

*A heart, passion and love for ministry and seeing that all participants grow in their faith

*Outstanding organizational, administrative, interpersonal and creative skills

*Good computer skills(i.e. Word, Excel, email, social media and database management)

Staff Relationships

*Report to the Senior Pastor. Active member of the HUMC staff and participates in staff meetings

*Work in partnership with and receive active guidance from the Developing Disciples and Nurturing Cluster Leaders, Student Ministries Director and Church Council