

**THE UNITED METHODIST CHURCH OF CHAGRIN FALLS**  
**JOB DESCRIPTION**  
**For the position of fulltime**  
**Director of Christian Education for Children, Youth and Adults**

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**Hours to be Worked**

Approximately 40+ hours weekly, higher during special events weeks, such as Vacation Bible School.

**Accountability**

The Director is accountable to the Church's Staff Parish Relations Committee which delegates day-to-day training and operational direction to the pastor. Additionally, the Director will communicate and coordinate his/her activities and responsibilities with the Discipleship Vitality Team and as needed the Early Learning Board.

**General Responsibilities**

The Director will be responsible for the Church's Children and Youth ministries and, in conjunction with the pastor, the Church's Christian Education ministries for worshippers of all ages. The Director will work closely with the Church's Discipleship Vitality Team on faith formation at all levels. The Director will coordinate outreach and community programs for youth/children with the Outreach, Community Connections, and Youth Advisory Teams. The following responsibilities represent the basic and regular expectations of the Director's position:

1. Children—overall responsibility for all programs for children including the following:
  - a. Plan and coordinate Children's Worship and Children's Sunday school programs.
  - b. Direct and lead Vacation Bible school program and related "Globetrotters" events (2-3 a year).
  - c. Plan and lead weekly Methodist Preschool program (currently known as "Ark").
  - d. Plan and implement an annual Children's Sunday worship program.
  - e. Promote all children's programs and events.

The foregoing responsibilities include:

- selecting curriculum materials and developing programs.
  - organizing and overseeing storage of all required resources.
  - recruiting, training and coordinating adult volunteer leaders for Children's Worship and Sunday school.
  - supporting volunteers' use of materials and technology.
  - recruiting and directing adult and youth volunteers for VBS.
  - connecting with the Directors and Staff of the Methodist Preschool and Parents Morning Out programs in a spirit of cooperation to offer support and to receive guidance in the developing of relationships with Preschool and PMO families.
2. Youth – lead responsibility to develop, implement and direct all programs for middle school and high school youth including the following:
    - a. Plan, develop and lead evening and weekend meetings, activities and "hangouts."
    - b. Coordinate and team teach confirmation classes every other year.
    - c. Plan and implement annual Youth Sunday worship program.
    - d. Supervise the planning of and participate as needed in youth retreats/lock-ins.
    - e. Create, plan and assist in leading youth mission/outreach opportunities, including trips and/or local day/weekend mission/outreach projects.
    - f. Attempt to meet twice a year with each youth individually and/or attend the youth's extracurricular or school events.

- g. Promote all youth programs and events.

The foregoing responsibilities include:

- developing and leading confirmation classes with the pastor.
- coordinating Youth Sunday with the pastor, music staff and Worship Team.
- selecting curriculum and program materials.
- overseeing the care and maintenance of all physical resources used for programs.

3. Adults – lead responsibility to develop, implement and direct all educational programs for adults including the following:

- a. Advising and supporting the existing Sunday school class and small groups.
- b. Assisting in the growth and diversity of small group discipleship opportunities.
- c. Reviewing and advising on curriculum materials.
- d. Promoting Discipleship Vitality programs and events.
- e. Helping to recruit volunteers to assist in leading Sunday school classes and small groups.
- f. Developing in consultation with the pastor and Discipleship Vitality Team intentional pathways of faith formation.
- g. Developing programs and opportunities to maintain connections with college students.

The foregoing responsibilities are not intended to be an exhaustive list of programs in which the Director may be involved from time to time but is set forth to delineate those matters which the Director must be prepared to plan, develop and implement. In addition, in consultation with the pastor and lay leadership, the Director may be asked to participate in other ministries of the Church.

#### **Weekly, Monthly and other Periodic Time Commitments**

The job of the Director is required to be performed on site at the Church, except for off-site activities such as mission trips and youth activities. The Director will be required to be present on Sunday mornings to prepare for and facilitate the execution of Christian Education programs and any specific children/youth activities.

The Director will, in consultation with the pastor and Staff Parish Relations Committee determine the Director's customary working hours. All parties will acknowledge the need for flexibility in such hours and that the Director will need to work evenings, weekends and other times that may not fall within a normal workweek. The Director is required to attend all Church Council, Staff, Discipleship Vitality Team and Youth Advisory Team meetings. The Director is also asked to attend meetings of the Outreach Team, Community Connections and Early Learning Board, especially when such groups are addressing matters related to the Director's responsibilities. As needed and upon request of the pastor, the Director will attend additional meetings.

#### **SALARY:**

Base salary is \$41,000 to \$47,000 based on prior experience and qualifications.

#### **BENEFITS:**

Monthly reimbursement of up to \$350 for actual health care insurance/expenses. After 18 months of service, \$2500 annual IRA (or equivalent) contribution. Paid vacation of 1 week in the first and second year, increasing to 2 weeks thereafter.