

GRACE UNITED METHODIST CHURCH

SERVING INDIVIDUALS AND FAMILIES WITHIN COMMUNITIES THROUGHOUT

FAYETTE, WASHINGTON AND WESTMORELAND COUNTIES

From

Coal Center, PA

www.gracecoalcenter.org

Position Description:

Director, Christian Education Center

Job Summary:

Grace United Methodist Church of Coal Center seeks an experienced leader to partner with the Board of Directors, GUMC Christian Education Center, the Lead Pastor of the church, the SPR Committee, volunteers of Children's Ministries, lay leaders and the congregation, to faithfully execute the responsibilities of the position of Director of Christian Education. The successful candidate will provide leadership for Children's Ministries of the church, including coordinating with volunteers of the church currently engaged in the established Children's Ministries of church.

Responsibilities:

- With the Board of Directors, secure licenses and permits to operate a Preschool Christian Education Center.
- Working with the Board of Directors, develop annual budget to assure efficient operation of the Preschool Christian Education Center and Christian Education Ministries of the church.
- Assist the Board of Directors to develop policies and procedures directed to day-to-day operation of a Christian Education Center.
- In concert with the Board of Directors, select, implement, and evaluate annually, the adopted Christian Education curriculum.
- Recruit, hire, train, direct, supervise and evaluate teachers and staff of the Education Center.
- Recruit, train, organize, coordinate with and support volunteer leadership engaged in all Christian Education ministries of the church, including, but not limited to, Wednesday Nite children's programs and vacation bible school.
- Maintain frequent communications with parents of children enrolled in the Christian Education Center concerning matters of policy, events/activities and student performance. .

- Counsel and mentor parents on matters of student growth development.
- Maintain accurate, auditable, records pertaining to budget, expenses, regulatory compliance, student attendance, incident reports, as well as detailed documentation of staff and parent meetings and outcomes.
- Coordinate and teach confirmation classes with the Lead Pastor.
- With teaching staff and teaching assistants, assure that classrooms are clean and orderly at all times, assuring compliance with regulators and inspectors.
- Develop initiatives to recognize student achievement and recognition within all aspects of their student life.
- With the assistance of volunteer leadership of the church, lead planning sessions to evaluate, refine and determine programming, activities and education initiatives, quarterly and annually.
- Assist members of the Nominating Committee to enlist additional adult volunteers for children's ministries; train and provide orientation for new volunteers.
- Ensure and maintain current Conference Safe Sanctuary Policies.
- Manage communications and outreach initiatives through the church web site, Elexio Software and social media on multiple platforms.
- With assistance of the Educational Centers teaching staff and volunteers from childrens ministries, lead and direct initiatives involving music and drama for students.
- Attend and participate in Church Council meetings, staff meetings, annual charge meetings and other meetings of the church that may be appropriate.

Qualifications/Skills/Attributes

- Must demonstrate a strong and growing Christian faith, servant heart, and committed to Christian Based Education.
- Educational experience within a classroom is required; early childhood training and experience is preferred.
- Demonstrated success in creating a Christian Education experience, including worship, discipleship, mission, education, outreach and fellowship.

- Successful experience with website development and effective use of social media and educational technology.
- Demonstrate initiative and ability to work independently and within groups; lead and participate by Christian example.
- Mature and effective interpersonal skills, both oral and written communication skills; proficient with the Microsoft office.
- Effectively partners with students, parents, other church staff and volunteers.
- Demonstrated successful experience responding to and completing goals and objectives relative to early childhood education.
- Safe driving record and insurable on all appropriate church insurance policies; capable of attaining all required clearances consistent with safe sanctuaries policies.

Educational Requirements

- Bachelor's Degree in Education, required.

Experience

- Minimum 3 years experience directly related experience in early childhood education.
- Curriculum development, including early childhood STEM concepts.

Accountability

- Board of Directors, GUMC Christian Education Center.
- Position responsibilities and performance subject to review by the SPRC committee.
- Direct interface with the Lead Pastor, GUMC on all matters related to Children's Ministries

Salary

- Commensurate with experience

Disclaimer

The description of duties, discussed herein, is not intended to limit activity, but rather, illuminate critical areas of responsibility, accountability and authority. Changes in the scope of this position, including requirements, responsibilities, accountability or authority pertaining to the position of Director of Christian Education may be issued with or without notice by the Board of Directors, GUMC Christian Education Center, the SPRC or the Lead Pastor.

Qualified applicants may submit a cover letter discussing qualifications, confirming interest in the position of Director of Christian Education Center and confirm compensation expectations, supported by a detailed resume to,

office@gracecoalcenter.org
Application deadline, April 6, 2018

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