

## **JOB DESCRIPTION**

Director of Christian Education: This person will, along with the Rector, develop, maintain and provide supportive services for the Christian education of all persons at Emmanuel Episcopal Church. Ideally, the person selected will be a confirmed Episcopalian who understands the liturgy and service of the church. This position will involve, but will not be limited to, the following:

### **1. POSITION OVERVIEW:**

- a. To develop opportunities for all age groups within the church to grow in their faith
- b. To support the ongoing programs and provide support for educators
- c. To ensure that programs are developed or expanded to provide Christian education for our children, youth and adults
- d. To expand the outreach and ministry programs to provide cohesiveness and cooperation within our Episcopal family

### **2. GENERAL DUTIES:**

- a. Development and/or support of curriculum for Children, youth and adult programs for Sunday School
- b. Training and education of Christian education leaders for programs
- c. Assist the rector and committees with confirmation classes, new member classes
- d. Assist in establishment of outside Christian programs (e.g. retreats)

### **3. PROGRAMS:**

- a. Children:
  - i. Support and assist in the Catechesis of the Good Shepherd program for the children
  - ii. VBS
  - iii. Lenten and Christmas programs, Easter programs and youth services
- b. Youth
  - i. Educational and social programs, i.e. J2A/EYC/social programs
  - ii. Identification of educators and support staff
  - iii. Integration of Youth programs and Acolyte programs for education, peer support and social activities
- c. Adults:
  - i. Sunday school program
  - ii. Bible study
  - iii. Prayer groups
  - iv. Small groups for exploration
- d. Other:
  - i. Assist with Confirmation preparation and classes
  - ii. Assist Rector with other programs throughout the year

### **4. RESPONSIBILITIES:**

- a. Work closely with the Rector, Christian Education Committee, and the educators in the development of needed programs or support of ongoing activities

- b. Develop and maintain budget for these programs, working within parameters set by the Vestry.
  - c. Interact with the Rector, educators and parents to provide a comprehensive, year-round program for all age groups within our Church.
5. COMPENSATION AND WORK EXPECTATIONS:
- a. Annual salary of \$12,000, \$500 continuing education allowance, and FICA taxes paid. Adjustments in successive years to be made based on merit and cost of living, as appropriate and possible.
  - b. It is expected that this position will involve an average of 19 working hours per week. It is understood that the hours worked from week to week may vary significantly as projects and events require.
  - c. The Director of Christian Education is expected to be present for programs and worship on Sunday mornings. The DCE will be given four Sundays off each year.
  - d. The Director of Christian Education will participate in a Mutual Ministry Valuation each year before July 1 for the purpose of reviewing these duties and accessing future amendments and adjustments to this agreement. This valuation may involve members of the Christian Education Committee and Vestry, in addition to the Rector. An initial valuation will be done 90 days after employment begins.