

St. Timothy's Episcopal Church
P.O. Box 1527
Wilson, NC 27894

- Position:** Director of Religious Education
- Accountable to:** Rector and Christian Education Commission (CEC) and work with Youth Minister.
- Purpose:** To work with the Rector, CEC, and Youth Minister in all phases of a comprehensive Christian Ed. Ministry for all ages birth through adulthood.
- Preferred Skills:** Prior Religious Education experience
College graduate
Confirmed Episcopalian (preferred)
- Primary Duties:** To recruit Sunday school teachers and have them in place before Sunday school begins in the fall, including First Communion class, Confirmation class etc. Provide orientation and training for teachers.
- Plan with Rector and CEC to choose curriculum for all age groups before Sunday school begins in the fall.
- Decorate and stock classrooms before classes begin and create engaging bulletin boards.
- Call and send written invitations announcing the beginning of Sunday school for all ages.
- Track attendance and follow up with re-invitations if attendance is low.
- Give parents a master schedule of teachers for the year so they will know who will be with their children and publicize in a timely manner CE events through the order of service, Epistle and bulletin boards.
- Plan with CEC for youth and family events—Feast of Lights, Youth Sunday, Parish Picnic, VBS, Parish Retreat, Christmas Eve Service, Advent Wreathing making, etc.
- Plan 6 week Lenten program for Pre K-5th grades.
- Work with CEC to come up with annual budget for CE

Maintain data for all children—date of birth, grade, phone numbers, addresses etc. Send birthday card to each child from the Church.

Attend 10:30 am Church service on a regular basis.

Have Children's Church at least once a month during 10:30 am service.