

**CHESHIRE UNITED METHODIST CHURCH**  
**DIRECTOR OF CHRISTIAN EDUCATION**

**Job Title:** Director of Christian Education

**Employment Classification:** Salary, part-time, exempt

**Immediate Supervisor:** Pastor

**Maximum Work Hours/week:** approximately 8 hours per week

**MISSION AND PURPOSE**

To develop and lead the Sunday School ministry for our church, in consultation with the pastor and Education committee, in a way that is consistent with our mission, values, and theology.

**QUALIFICATIONS**

- A love for Jesus Christ and respect for the principles and practices of the UMC
- Ability to recruit, motivate and lead volunteer Sunday School teachers/helpers
- Organized, dependable, reliable and self-motivated with the ability to delegate responsibilities as needed
- Experience working with children in a church/religious setting
- A college degree with a strong background in theology or ministry is helpful for this role

**RESPONSIBILITIES** include:

*Lead in development of the Sunday school program:*

- In consultation with Pastor, Sunday school chair/s and Education Committee, determine program and design curriculum also determine summer activities July/August
- Recruit teachers or helpers, and ensure staffing meets Safe Sanctuary Policy
- Mentor junior teachers or helpers
- Minister to children and families

*Administer weekly Sunday school classes:*

- Confirm adequate teachers/helpers
- Distribute curriculum to teachers
- Set up/clean up classrooms
- Be available to teach as well as assist other teachers from September - June

*Organize and/or help coordinate special programs/events for children such as:*

- Welcome/Rally Day event
- Family Christmas Program Event
- Christmas Special Music
- Education Sunday
- Easter Egg Hunt
- Family Movie or Game night
- Vacation Bible School

*Facilitate Children's Mission Projects:*

-In conjunction with the Missions committee, help to choose and involve children in an age appropriate mission project

*Other Responsibilities:*

- Register all students
- Create and maintain Sunday School records including student database and attendance records
- Update CUMC website for Sunday School content
- Communicate regularly with SPR liaison

**REVIEW:** Annually

**Benefits:**

- Salary to be paid monthly
- Sick pay will accrue at 1 hour for every 30 hours worked, no carry over to next year
- One week paid vacation, no carry over to following year, request to be made 2 weeks in advance
- There are no medical benefits

