

Director of Christian Education

Job Description

Overview

The Director of Christian Education (DCE) will manage the essential, joyful, and creative faith based learning and spiritual growth experiences for our congregation. The DCE will be responsible for the planning of programs, the recruiting and training of volunteers, and the supervision of all Christian Education programs at The Federated Church, including (but not limited to): Adult Education, Confirmation (7th-9th grades), Kid's Club (K-6th grades), Mission Trips, Sunday School (pre-K – 12th grade), and Vacation Bible School (K-6th grade). The DCE would report directly to the Pastor.

Responsibilities

Adult Education

- Arrange educational opportunities for adult members (in consultation with the pastor).

Confirmation

- Provide assistance for Confirmation classes as requested by the Pastor.

Kid's Club

- Assemble a team of volunteers to handle snacks and meals
- Review/order or prepare appropriate curriculum for Kid's Club sessions
- Direct the overall kid's club experience
- Recruit/train volunteer leaders for Kid's Club

Mission Trips

- Organize mission trips locally on the first Wednesday of each month (within Fergus Falls)
- Plan and lead mission trips regionally annually
- Direct the planning and fundraising, and lead the Youth Mission Trip to Guatemala (every 4 years)

Sunday School

- Review and recommend to the Pastor or CE committee appropriate curriculum for Sunday School.
- Recruit and train teachers, aides and substitutes for Sunday School.
- Keep accurate attendance records and send cards to kids who miss two consecutive weeks.
- Provide training as needed for teachers and volunteers.
- Offer cross-generational activities one Sunday per month for the entire congregation.

Youth Groups

- Plan or assist with Jr. High Youth group (when not directing Kid's Club) as directed by the Pastor.
- Provide activities throughout the summer months for Jr/Sr high youth
- Plan and lead Senior High Youth group on Wednesdays (7:30-9:00 PM) - ensuring adequate adult supervision - and also provide outside activities/opportunities for youth as appropriate.

Vacation Bible School

- Assemble a team of volunteers to handle snacks and meals
- Direct the overall VBS program
- Recruit and train volunteers including musicians, teachers, shepherds

Worship

- The DCE will participate in all worship services at The Federated Church, providing leadership (children's sermon, praise music, prayers, liturgy) as directed by the Pastor.

Administration

- The DCE will arrange background checks for all volunteers
- The DCE will serve as the staff liaison to the Christian Education & Youth Committee (Ministry Night is the 2nd Tuesday of the month).
- The DCE will attend staff meetings on the 1st and 3rd Tuesdays of the month (9AM).
- The DCE will attend meetings of the governing Board (3rd Thursdays) as requested by the Pastor or Board.
- The DCE will attend monthly meetings of the Youth Workers Roundtable (2nd Thursday each month) as directed by the Pastor.
- The DCE will provide written information for the weekly bulletin and monthly newsletter, create posters and generate letters/postcards as needed to keep the congregation informed of CE programs.
- The DCE will report directly to the Pastor as Head of Staff, keeping him/her informed of all CE activities.

Other Duties

- The DCE will provide pastoral care for children, youth and families as directed by the Pastor.
- The DCE will pursue continuing education opportunities that directly enhance the ministries of the Federated Church (i.e., APCE, CE Certification). The Pastor/Head of Staff will recommend appropriate continuing education opportunities, approve all requests for continuing education, and provide professional guidance for the Christian Education Director.