

**ST. JOHN UNITED CHURCH OF CHRIST  
MANCHESTER, MISSOURI**

**JOB DESCRIPTION – DIRECTOR OF CHRISTIAN EDUCATION**

**PURPOSE:**

The St. John United Church of Christ Manchester (Church) Director of Christian Education shall lead and strengthen the Church's Christian Education programs and assist with other programs in consultation with the Senior Pastor and staff, the Board of Christian Education, and the Church Council.

**PRINCIPAL DUTIES:**

1. The principal duties of the Director of Christian Education, shall include, but not be limited to:
  - a. Identify and/or develop age-appropriate curricula.
  - b. Conduct regular Christian Education Classes in conjunction with volunteer teachers.
  - c. Develop and facilitate Vacation Bible School or its equivalent.
  - d. Conduct confirmation instruction in conjunction with the Senior Pastor.
  - e. Design and support family-oriented worship services.
  - f. Coordinate and support programs for Boy Scouts and Girl Scouts and similar organizations.
  - g. Develop and facilitate special presentations by Christian Education participants, including activities such as the Christmas Pageant, Youth Sunday, Bible presentation, Rally Day and similar activities.
  - h. Personally engage with the youth and children, building trust and understanding to further enhance our programs and their relationship with the Church.
2. Keep records of participation in Christian Education activities and recruit members to serve on the Board of Christian Education.
3. Prepare requests for support of the Christian Education program in the Church's overall annual budget and track expenditures against the approved budget.
4. Build relationships with new parent(s) and promote growth in the Church's ministry with families.
5. Continuously develop a volunteer teacher group to partner in the delivery of Christian Education activities, fostering involvement from the congregation.
6. Represent the Church by providing leadership or assistance for Christian Education activities of the Missouri Mid-South Conference of the United Church Christ or similar organizations.

7. Develop and organize fellowship events for the youth and families with young children of the Church and its community to encourage participation in Church programs and guide and support such events.
8. Administer the Church's Safe-Child Program and Sexual Abuse Policy in conjunction with the Board of Christian Education.
9. Provide the Children's Message during Sunday service from time to time.
10. Manage nursery care on Sunday morning.

**QUALIFICATIONS:**

- Required:
  - Teaching certification and/or equivalent experience.
  - Willingness to work flexible schedules including weekends and evenings depending on the Church's program/season (25-30 hours/week).
- Preferred:
  - Previous experience in a Christian Education role.

**COMPENSATION:**

- \$32,000 - \$35,000 annual salary