The Director of Christian Education (DCE) provides the vision, structure, and coordination necessary to develop and execute a holistic program of spiritual development for the children, youth, and adults at Carter Memorial UMC (CMUMC). The DCE collaborates with the pastor and the Christian Education and Spiritual Formation Committee (CESFC) to identify needs, develop curriculum, and guide their implementation by empowering laity involvement. The DCE is an integral part of the staff team and reports directly to the Senior Pastor and the Staff parish Relations Committee.

Essential Functions/Responsibilities:

**Vision**
- Create a welcoming, enthusiastic, and meaningful environment for all to benefit from the gifts of Christian education and a greater sense of community within the church.
- Conduct an annual educational needs assessment to identify interest areas and opportunities for spiritual growth.
- Serve as the staff liaison to the CESFC and work with the committee to develop a culture of innovation, cooperation, and laity involvement in support of Christian education.
- Attend training events and share learnings with the staff, CESFC, and volunteers about the latest trends, techniques, and materials used in “best-in-class” Christian education programs.

**Structure**
- Develop a comprehensive curriculum and associated age-appropriate learning goals that address the spiritual formation needs of the congregation across the entire age-span through Sunday school, youth, family, and adult ministries.
- Work with teachers and facilitators to develop appropriate and engaging curricula for all Christian Education programs.
- Work with the pastor and Youth Leader to structure a confirmation program that integrates well with the learning goals of the overall Christian Education program.
- Assist the CESFC with structuring and planning special youth-related events: Christmas pageant, Youth and Children’s Day, Vacation Bible School, Family Weekend and Spiritual Formation Retreat.
- Establish consistent policies and procedures for all Christian educational programs including a safe sanctuary policy and behavioral covenants.
- Supervise a part-time Child Care Provider position.
- Develop and manage the annual budget for education programs in consultation with the CESFC.

**Coordination**
- Recruit teachers and facilitators from across the congregation and foster a culture of shared responsibility and community within the church.
- Train, supervise, and energize volunteer staff supporting education programs.
- Deliver or coordinate volunteers to deliver a weekly children’s message in worship.
- Serve as the champion for marketing and communicating Christian Education opportunities through the monthly church newsletter, weekly emails, personal notes to volunteers, parents, and students, or other communication vehicles.
- Attend monthly staff meetings and Church Council Meetings to communicate and connect Christian Education activities to the broader themes of the church.
Qualifications:

**The candidate must have:**
- A sincere faith in God and a commitment to Christian faith and service, including knowledge of scripture and an understanding of the Bible’s great themes.
- Formal training in Christian education or equivalent experience with Christian education and faith development.
- Flexibility to work with the diversity of theological concepts and faith backgrounds within the congregation of Carter Memorial UMC.
- Passion for inspiring children, youth, adults, team ministry, and empowering laity.
- Strong organizational and leadership skills including delegation and group facilitation.
- Basic writing, public communication, and computer skills

The candidate must also read and agree to the Safe Sanctuary policy as adopted by Carter Memorial United Methodist Church. This includes agreeing to a CORI background check and acting in accordance with the provisions set forth by the Safe Sanctuary policy.

Salary and Benefits:

- Flexible work schedule of 25 hours per week
- The starting salary is between $25,000 - $30,000 per year
- Benefits include:
  - Work-related mileage at the IRS allowed rate
  - $200/yr for continuing education expenses
  - Paid vacation and national holidays as designated by the SPRC and the Employee Handbook