

POSITION DESCRIPTION

Christian Education Administrator (Revised 11/19/10)

TITLE

Christian Education Administrator

Job Description

This position is defined as a salary, exempt position (no overtime); restricted part time hours will vary depending upon the ministries occurring within each month.

PURPOSE

To equip lay leaders for educational ministry positions by organizing, coordinating, and administering the necessary training and resources.

ACCOUNTABILITY

Receives guidance and direction from the Christian Education Ministry Team and Pastor, Head of Staff, and is ultimately accountable to the Session through the Personnel Committee.

SKILLS REQUIRED

- Theological training preferred (DCE, Masters of Religion, Masters of Theology, Certified Christian Educator)
- Good communication skills – written and verbal
- Knowledge/experience in training groups
- Strong administrative and organizational skills
- Self-motivation and ability to work independently
- Ability to manage people and work flow
- Knowledge/experience of working within budgets and handling receipts and finances for ministries
- Ability to work with Christian Education Team to plan, implement and evaluate ministries
- Ability to maintain confidentiality

RESPONSIBILITIES

- Administer the Sunday morning church school ministry for all ages (not teach)
- Recruit Sunday School volunteers (teachers and helpers) for all ages
- Recruit substitutes for Sunday School volunteers for all ages
- Create a list of all substitutes and contact a substitute when needed
- Create materials to be used for teacher and safety training

- Oversee and lead teacher and safety training on an annual basis or as needed
- Secure and track background checks and references for volunteers
- Supervise educational ministries for all ages i.e. Sunday School, Vacation Bible School (VBS), Children's Worship, Nursery (child care), Summer Escape (Family Camp)
- Work with the Pastor to develop and administer the Confirmation ministry
- Obtain/order, plan, and implement Christian Education Ministry programs for teachers, leaders, and helpers
- Evaluate the Christian Education Ministry programs with teachers, leaders, and helpers to determine any changes
- Attend scheduled staff meetings, training and staff building sessions held by the Pastor
- Attend monthly Christian Education Ministry Team meetings
- Submit monthly written reports to Christian Education Ministry Team and Pastor
- Submit information monthly to the newsletter and ensure the church's website is current
- Submit information for the Sunday bulletin as needed
- Submit an annual report discussing the activities and accomplishments of the Christian Education Ministry programs
- Monitor and purchase supplies for Christian Education Ministry programs and classrooms
- Monitor classroom and hallway needs and report concerns to appropriate ministry team or committee
- Coordinate volunteers to work with the Youth Ministry
- Receive copies of registration forms and funds collected for Christian Education ministry programs
- Submit receipts and expense reports regularly according to church policies
- Create and provide a quarterly schedule for child care to the Nursery Attendants
- Supervise the attendance of the Nursery Attendants and schedule substitutes when needed
- Complete other duties as they arise or are assigned

RELATIONSHIPS

Relates to Pastor as Head of Staff

Relates to Christian Education Ministry Team as contributing member

Relates to volunteers as trainer and administrator

Relates to Nursery Attendants as their supervisor

EVALUATION

The personnel committee will prepare a formal annual review relying on input from the pastor and others as noted under the relationship section. The personnel committee will submit formal compensation recommendations to the session annually.