

Children's Education Ministry Director, Job Description

Bethel Christian Center, Westbrook, ME

Mission Statement:

"Called to love God, to love neighbor, and to love one another."

Principal Function:

Principal Function of Children's Education Ministry Director serves as a member of the church staff, directing and managing all children Educational ministries of Bethel Christian Center (BCC), with a special emphasis on Children's & teens Ministries. His/her main responsibility is to develop and lead in ministries to, with, and by Children, teen Age persons and their families. His/her main objective is to foster and nurture Christian faith and discipleship in visible, fruitful ways in Children, teen Age persons

Nature of Position & Accountability:

REPORTS TO: • Associate Pastor who is the overseer of the children Education ministry.

This position is a part-time to full time position (**30 hours Education Ministry (Sunday School) + 10 hours Church Administration**) and Salaried. The **CEM** reports directly to the associate Pastor Who Overseas BCC education Ministry and with a church Education Committee as well as staff volunteers.

Primary Duties & Responsibilities:

The Children's Education Ministry Director at Bethel Christian Center is responsible for the oversight and leadership of the children's Education ministry department and all children's Education ministry staff volunteers. Our children's Education ministry is committed to fostering an environment where children feel welcome and safe and where each child has the opportunity to learn and grow. We believe that God loves children and wants them to be active members of the congregation. The Children's Education Ministry Director should be a servant leader who loves children and wants to help them develop a personal relationship of their own with God.

The BCC Children Education Ministry Director should be able to enjoy serving our multicultural minority community to foster the future of Christians believers shared goals for His Kingdom.

Responsibilities include but are not limited to:

- Oversee children's Sunday School classes, Children's Church, and other children's ministry activities.
- Complete all administrative duties relating to the children's ministry.
- Recruit, schedule, train, and pray for children's ministry volunteers.
- Create and effectively manage the children's ministry budget.
- Communicate consistently and effectively with parents/guardians of the children involved at Bethel Christian Center as well as the parents/guardians of visitors.
- Establish and maintain positive and healthy relationships with children and their families.

- Plans and coordinates, in consultation with the associate Pastor, and (when organized) the Christian Education Committee, a goal-driven, well-rounded, multifaceted program of Christian Education, including Sunday School, teen Bible Study, and Spiritual Formation, always seeking to involve both those in the community at large as well as in the membership of the church.
- b. Recruits, trains, resources and supports teachers and leaders for Sunday School and other Christian Educational.
- c. Serves in partnership with church ministry volunteers, and assists the Pastor as required.
- Promote the health and safety of all children and volunteers and ensure that all volunteers adhere to Bethel Christians Center ministry policies.
- Attends regular Staff meetings, Education Committee meetings (when organized), and others as necessary or required.

Qualifications & Characteristics:

A Christian with a strong, demonstrated commitment to following Jesus Christ who is enthusiastic, energetic, and creative in Christian Educational and Spiritual Formation leadership. Experience in Christian educational leadership preferred. Possesses a genuine concern for all people, and capacity to relate with all people in a sensitive, respectful way.

At least a Bachelor's Degree in Christian Education or a related field, or the equivalent of education and experience to perform the duties of the CED. Competent in use of basic church software, including Word and membership programs. Capacity to work successfully as part of a ministry team with other staff members and elected lay ministry leaders. Comfortable and happy like missionary way to work with children in multicultural ethnic church settings.

- Spiritually and emotionally healthy.
- Servant leader with a passion to grow God's Kingdom through ministries associated with BCC.
- Ability to be flexible and think creatively.
- Understand the importance of confidentiality and professional discernment.
- Ability to work well as part of a team.
- Strong communication skills.
- Cheerful and positive attitude.
- A desire to teach and mentor children with patience and an accepting heart.
- 1-2 years' experience working with children.
- An educational background in Christian Ministries, Education, and/or Biblical Studies is preferred.

Please email resume and cover letter to hirwajerome@yahoo.com or pmutima@gmail.com