

Position: Director of Educational Ministries

Purpose/Vision: St. Paul's United Church of Christ is a community of Spirit filled servants who profess our belief in God and Jesus Christ through worship, education and service. St. Paul's is a loving community, gathered from many places and positions. We are a faith community that seeks out opportunities that develop our spirituality as individuals and as a congregation. We support each individual's journey of faith through Christian fellowship, prayer and opportunities for life long learning. We encourage all persons (children, youth and adults) to deepen their relationship with God and to develop the skills necessary to translate their faith into action in our congregation, parish, community, state, country and our world.

The United Church of Christ is a united and uniting, multiracial and multicultural, accessible to all, open and affirming, and peace with justice church. The Director of Educational Ministries seeks to sustain our commitments to the United Church of Christ as she/he provides leadership and support to lay leaders and members in the design and implementation of varied educational opportunities that support the spiritual growth of the congregation.

Responsibilities:

1. Serve as the primary staff person for all educational ministries and related activities of our congregation.
2. Serve as the staff person for the Council for Christian Education and all of their related activities.
3. Recruit, support and provide training, when appropriate, for Church School teachers. Be available to teach in these programs if necessary.
4. Provide supportive activities to ensure that the curriculum and the teachers promote a vital and growing faith in our children, youth and adults.
5. Make sure supplies and curriculum are available as needed.
6. Make sure all volunteers working with children and youth abide by St. Paul's Sexual Exploitation and Youth Protection Policy. (to be developed)
7. Prepare regular written reports concerning the educational ministries of the congregation for review by Consistory and the congregation, including, but not limited to: monthly status report for Consistory and Council for Christian Education and a yearly report to be available for the Annual Meeting of the congregation.
8. Maintain a broad knowledge of available educational resources, assist in the selection of curriculum and materials, and order and distribute the selected materials.
9. In cooperation with the Council for Christian Education prepare, submit and help oversee an annual Christian Education budget; maintaining records of all educationally related purchases.
10. Plan for and assist in the design of special educational programs and events in the life of the congregation, such as: Christmas Program, Church School Promotion Day, Vacation Bible School, etc.

11. Work in conjunction with the Youth Advisor and the other Councils, as appropriate, to support activities that cross Council lines, such as the Alternative Holiday Gift Market, Sacred Conversations about Race, Children's Sabbath, etc.
12. Develop and maintain a variety of ways of keeping members of the congregation informed of the educational opportunities available to them beyond our local congregation, including, but not limited to events sponsored by the Penn Central Conference of the United Church of Christ.
13. Provide leadership, as requested by the Pastor, to the Confirmation classes and associated activities.
14. In all aspects, carry out the ministry of St. Paul's UCC with a focus on encouraging lay leaders to promote a thoughtful exploration of our faith which enables our children, youth and adults to grow spiritually.
15. In all responsibilities, provide leadership that nurtures a relationship with the Church and models for our children, youth and adults, a life of caring, compassion and faith.
16. Other related duties may be assigned by the Pastor.

Average time required: 15 hours per week, but can vary depending on activities.

Supervisor: Pastor