

# Christian Education Director Job Description

Mission Hills United Church of Christ San Diego

Application Deadline: October 27, 2017

Mission Hills United Church of Christ (MHUCC), an open and affirming congregation, seeks an energetic Christian Education Director to lead our Christian education programs. Christian Education plays a key role in the mission of our congregation. It is a goal of MHUCC to provide and promote a wide range of Christian Education opportunities for the Church community. Under the supervision of the Pastor the Christian Education Director will work in coordination with the Faith Formation Ministry. We are looking for someone to bring passion and energy to our programs, including:

- Congregational programs and curriculum development consistent with our progressive theology
- Oversee safe and engaging child care during services for infants under 5 years old
- Cultivate creative, dynamic, age-appropriate Sunday school activities for grades pre-K-6
- Design and nurture, in coordination with youth leaders, meaningful youth programs, including fellowship, worship, and service opportunities, for grades 7-12
- Coordinate confirmation classes for grades 6-8
- Lead adult study groups and programs periodically
- Coordinate and participate in special events and ministries

## Qualifications

- A commitment to Christ and a calling to Christian education
- Bachelor's degree and education experience required. Experience in Christian education leadership roles and/or seminary training preferred.
- Ecumenical and inclusive outlook, supportive of UCC progressive theology and that of an open and affirming congregation.
- Exceptional oral and written communication skills, including active listening
- Passing a comprehensive background check

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- Work with appropriate church leaders to set goals, determine priorities, establish programs, and coordinate calendar
- Oversee all aspects of Children and Youth Ministry ensuring all areas are implemented, including: curriculum, and programs
- Supervise the work of youth leaders and child care attendants
- Provide leadership to the educational ministry of the church, including identifying gifts of leaders and promoting their involvement in Sunday School and Youth activities
- Work cooperatively with the pastor on Children's Messages and confirmation class instruction
- Plan Sunday school and confirmation class curriculum in conjunction with Faith Formation Ministry
- Empower parents to be involved with the faith development of their children.
- Order supplies
- Recruit teachers and assistants for Sunday school
- Adhere to MHUCC Safe Church policies and practices
- Participate in regularly scheduled Church Staff meetings and Faith Formation Ministry meetings
- Keeping current of the latest trends, methods, and materials as related to religious education
- Assist in the development and securing leadership for adult education programs
- Write and submit regular reports as needed
- Organize and monitor Church library
- Other duties and activities as required, including special programs

Position details: Part-time, hourly. 15 hours per week including Sunday mornings 9:00 AM-12 noon, plus regularly scheduled church staff meetings and monthly meetings of the Faith Formation Ministry. Compensation will be commensurate with background and experience.

Interested candidates should submit a cover letter and resume attention to Cea Parrish at [info@missionhillsucc.org](mailto:info@missionhillsucc.org)