

Overview: The candidate will establish and implement the vision, curriculum, and oversee the process to provide Christian education to children (cradle through 5th grade), equip parents to disciple their children in faith, in diplomatic collaboration with St. Andrew's staff and Education Committee; recruit, train, oversee and empower competent volunteer teachers to teach the curriculum; encourage and grow participation in St. Andrew's Christian Education programs and the community; recruit oversee and manage qualified nursery staff and volunteers; and develop, obtain approval for, and operate within an annual expense budget governing the above activities.

DUTIES AND RESPONSIBILITIES:

1. Vision – Develop, introduce and solicit support for a comprehensive children's Christian Education program designed to grow and sustain participation, and minimize adverse effects of competing demands on family schedules. Develop and implement an associated management of change process.
 - a. Perform continual interaction with St. Andrew's members, new attendees and the community to promote Christian education, and increase participation in children's Christian Education.
 - b. Track and evaluate trends and meaningful leading and lagging indicators, including classroom attendance, and adjust Vision as necessary. Work with membership secretary to gather statistics.
 - c. Ensure proactive communication and advertisement of all educational opportunities. Utilize church website, church *Messenger*, and e-mail for event reminders.
2. Recruiting and Train competent teachers and volunteers
 - a. Recruit appropriate number of teachers, assistants and substitutes to provide an enriching education experience, in compliance with St. Andrew's Safe Sanctuaries Policy.
 - b. Conduct periodic meetings with teachers to review curriculum, establish teaching schedule, and share successes and lessons learned (at least eight meetings per year).
 - c. Conduct periodic training sessions for teachers (at least annually). Identify and promote third-party training opportunities (including opportunities provided by the West Ohio Conference of the United Methodist Church).
 - d. Empower teachers to use creative methods, including reasonable departure from established curriculum as appropriate to enhance learning experience.
 - e. Create and maintain a database of teachers and volunteers in electronic format, with contact information, made available to St. Andrew's staff; committee representatives and volunteers.
 - f. Recruit nursery volunteers, and assist in hiring nursery staff, as required to safely operate the nursery in compliance with St. Andrew's Safe Sanctuaries Policy.
 - g. Recruit volunteers for St. Andrew's programs and events.
3. Curriculum – Review available Christian Education curriculum. Establish curriculum for children's Christian Education, in collaboration with teachers, Education Ministry Committee and Sr. Pastor. Provide recommended curriculum for other classes and small groups, upon request.
 - a. Evaluate and make minor adjustments to curriculum as required over time to ensure effective learning experience.
 - b. Create a curriculum map (PreK-12th grade) with Youth Ministry Leader describing what children will be taught about the Bible and when they will be introduced to it.
 - c. Research and implement effective public relations strategies (including current and emerging technology-based strategies) to increase attendance each year for Vacation Bible School, and other programs.
4. Christian Education Materials and Supplies
 - a. Order curriculum material for classes and small groups.

- b. Order and stock supplies required to implement Christian Education programs and required for the nursery.
 - c. Establish, obtain approval for and manage expenses within established annual budget.
 - d. Provide event coordinators with required supplies.
5. Collaboration
- a. Attend weekly meetings of St. Andrew's Staff.
 - b. Attend all meetings of St. Andrew's Education Ministry Committee, and support outreach events.
 - c. Schedule and participate in frequent periodic/impromptu meetings with the Youth Ministry Coordinator to ensure seamless transition from children's education to youth education.
 - d. Coordinate activities with the St. Andrew's Music Ministry, and Discipleship Ministry to leverage synergies and grow participation in children and adult Education including Wednesday night Kids Praise.
 - e. Conduct periodic outreach with pre-school operating in St. Andrew's facility.
 - f. Share ideas, suggestions and recommendations designed to promote and sustain Christian Education.
 - g. Work with Worship staff to provide Children's moments during Worship services.
 - h. Attend and participate in all worship services, unless otherwise instructed.
6. Events – Identify, promote and lead Christian Educations Events.
- a. Plan, recruit volunteers, and lead annual Vacation Bible School or similar experience.
 - b. Plan, recruit volunteers, and lead or support outreach activities and education activities at times conducive availability of participants to promote attendance including Kids Praise.

RELATIONSHIPS:

- 1. Reports directly to the Senior Pastor.
- 2. Has numerous communications with church staff, church members, committee officers, visiting children and parents.
- 3. Coordinates with other discipleship staff and Education Committee.

Position Requirements:

- 1. Education (transcripts required):
 - a. Required – Bachelor's degree or equivalent.
 - b. Preferred – Bachelor's degree in education. Post-graduate degree in education, seminary, business, or arts and sciences. Completion of classes/seminars in Christian education, religion or seminary.
- 2. Work Experience (references required):
 - a. Required – Minimum three (3) years' experience teaching children, and/or overseeing education programs in private or public school or a church.
 - b. Preferred – Four (4) or more years' experience in teaching or education administration.
- 3. Life Experience:
 - a. Required – Committed follower of the Christian faith, as demonstrated by actions and demeanor.
 - b. Preferred – Experience in leading or participating in church committees, organizations or small groups.
- 4. Skills: Required – Strong verbal and written communication skills; strong leadership skills; strong collaboration skills; self-starter; proficiency in Microsoft Office suite of software.

Current status of position: Part time

Employees of St. Andrew's United Methodist Church are employed by the Staff-Parish Relations Committee.