ST. JOHN’S UNITED CHURCH OF CHRIST
15370 OLIVE BLVD.
CHESTERFIELD, MO 63005

Director of Christian Education

Reports to: Pastor
Status: Part-time; Non-exempt
Location: Regular in office attendance is a requirement of this position. Core hours at the discretion of supervisor.

The Director of Christian Education nurtures children, youth and families into a life-long relationship with Jesus Christ. S/he also will call and equip adult leaders to nurture and guide the children of St. John’s. The Director of Christian Education position represents a part time (20 hour/week) staff position and employment follows the Church Personnel Policy. This position requires a blend of office hours and after office hours (required for evening and weekend events and worship activities).

Essential Functions

Christian Education

- Responsible for planning, organizing and implementing a comprehensive program of Christian Education for youth, children, and families.
- Attends staff meetings as scheduled by pastor.
- Responsible for managing the Christian Education budget and application of any special funds in coordination with Church Council and appropriate Ministry Board.
- At direction of pastor, responsible for oversight or support of Logos Family Ministry or similar program.
- Responsible for the communication regarding upcoming Christian Education events.
- Responsible for reviewing/writing and/or organizing curriculum and content for children and youth following model(s) endorsed by the Church Council and Pastor.
- Provides leadership, training, and direction for all Christian Education Activities.
- Recruit appropriate youth and adult leadership and volunteers for programs.
- Provides the necessary leadership and training for volunteer leaders; including, but not limited to, Vacation Bible School, Children’s Christmas Program, Advent Workshop and other special events.
- Provides leadership and support of Adult Education programs.
- Provides administrative duties and support as necessary for effective program delivery, including; but not limited to, permission slips, nursery schedule, bulletin information, newsletter information, etc.
- In coordination with the Director of Youth Ministries, responsible for implementing approved church policy on collection of information regarding background checks on volunteers.
- Serves as member of the appropriate Ministry Board, which may include the St. John’s UCC Early Childhood Center board.
Other Administrative Responsibilities

- Serves as a consultant and advisor in areas of expertise to all members.
- Leads or assists Pastor with youth and children’s worship programs, including the leadership and coordination of others leading “Children’s Time” during services.
- Provides administrative support, training and supervision of child care worker(s), and other volunteers.
- Helps with marketing events as needed.
- Create and maintain appropriate web site and other social media platforms content according to the church policy.
- Performs other duties as necessary and approved by the Pastor to ensure fulfillment of the mission and purpose of the position.

Professional Development

- Takes an active role in their own professional and spiritual development through participation in education and spiritual opportunities provided by the UCC or other organizations with the guidance and approval of the Pastor.
- Participates in UCC Association and Conference events and workshops as necessary for professional development and keeping programs relevant and up-to-date with the guidance and approval of the Pastor.

Minimum Qualifications

- BA/BS and/or equivalent experience.
- Excellent verbal and written communication skills, including ability to effectively communicate with clergy, staff, lay leadership, members, and the public
- Strong strategic communication, writing and editing skills
- Excellent computer proficiency (MS Office). Proficient in relevant social media platforms. Appropriate digital fluency.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary results
- Strong problem assessment, problem solving skills
- Strong attention to detail, accuracy, timeliness
- Excellent team worker
- Light bookkeeping abilities
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

Physical Requirements

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA and other federal, state and local standards.
- Must be able to talk, listen and speak clearly and understandably on telephone
- Use designated church equipment for church business only.
Position Specific Core Competencies

- **Creativity and Innovation:** Comes up with new and unique ideas; easily makes connections among previously unrelated notions; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgement about which creative ideas and suggestions will work.

- **Self-Development:** Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.

- **Motivating Others:** Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.

- **Hospitality/Accessibility:** Generates a sense of hospitality and or accessibility by his or her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; support a culture of welcoming and connection in the life of the congregation.

Staff Team Competencies

- **Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.

- **Ethics, Values and Integrity:** Adheres to an appropriate and effective set of core values and beliefs; acts in line with those values. Is widely trusted; is seen as a direct and honest; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain; responds to situations with constancy and reliability.

- **Mission Ownership and Team Orientation:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others. Demonstrates interest, skill and success in team environments; places group goals ahead of personal agendas.

- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn’t upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

A criminal conviction check, sex offender check and negative controlled substance test may be required for employment in this position. St. John’s United Church of Christ is an equal opportunity, affirmative action employer fully committed to achieving a diverse workforce.