

## Job Description for the Director of Christian Education Youth Coordinator of the Grinnell United Methodist Church

The Director of Christian Education/Youth Coordinator is to be an enabler, a facilitator, a resource person, and a motivator who will enlist and assist laypersons to fulfill their ministry in and through their church. This staff person, along with the Pastoral Staff, is responsible for ministering to the people of the church. In order to minister effectively, certain responsibilities must be fulfilled.

### I. Responsibilities in Education

The Director of Christian Education/Youth Coordinator shall be responsible for the development, implementation and supervision of the educational ministries of the church. In fulfilling these responsibilities he/she will:

1. Work with the Work Area on Christian Education and other work areas in the church to develop sound policies for educational ministry.
2. Meet with all age-level and family coordinators as needed to study the needs of the people of the church and develop inclusive educational and social programming for all ages.
3. Supervise, coordinate, and be responsible for the educational ministries. It is not the task of the Director of Christian Education/Youth Coordinator to do all the administering of teaching, but rather to assist in clarifying and developing sound educational ministries for the church.
4. Develop a program for recruiting church school staff.
5. Develop a program for meeting the needs of the Church School Staff on an on going basis.
6. Serve as supervisor in the church school, providing guidance, counseling, curriculum resourcing, and resource materials.
7. Initiate personal visits with the congregation when such calls relate to the educational ministry. Reasons for these calls would include, but not limited to, crisis situations, planning sessions, hospital/care facility confinement or other related situations.
8. Provide for adequate interpretation of the educational ministries to the members of the congregation. This shall be done through monthly newsletter articles and reports to the Administrative Council.
9. Coordinate with the Work Area on Christian Education to plan special Sundays (i.e. Christian Education Sunday, Senior Brunch and Teacher Recognition).
10. Assist the coordinators of Vacation Church School in establishing a program for Vacation Church School.
11. Participate in annual planning sessions including Administrative Council retreats.

## II. Responsibilities of Youth Ministry Leadership

Provide general vision, supervision, and guidance to the youth program of the church through the U.M.Y.F. and leadership of the youth ministry. this shall be done through:

- A. Attending as an advisor to the U.M.Y.F.
- B. Regular meetings which shall have a balance of study, fellowship, worship, and service.
- C. A yearly youth service. The date will be determined through consultation with the Senior Pastor.
- D. Assist with the recruitment of youth to participate in programs outside of the local church including Christian music concerts, worktrips Chrystalis, church camps and other related activities.
- E. Initiate personal visits with youth and youth leadership when the need arises.
- F. Lead a children's sermon during worship service when feasible.

## III. Additional responsibilities:

In addition to responsibilities in education, the director of Education/Youth Coordinator may be responsible in other work areas of the church as determined by agreement between the Senior Pastor and the Director of Christian Education/ youth Coordinator, and as approved by the Staff Parish relations Committee.

1. Provide supervision and guidance to work areas and committees if assigned.
2. Do hospital and crisis calling when the pastoral team is on vacation if other retired UMC Pastors are not available.

## IV. The Director of Christian Education/ Youth Coordinator must maintain certain relationships:

1. The Administrative Council and Charge Conference
2. The Staff Parish Relations Committee: they shall evaluate this staff person yearly.
3. The office staff of the church: the Director of Christian Education/youth coordinator shall be aware that she/he is a member of a team. He/she shall communicate/counsel regularly with the other members of the office staff on all areas of ministry.
4. The volunteer staff of the church: the Director of Christian Education/Youth coordinator shall work closely with and involve all volunteer leaders in the educational ministry of the church. His/her role shall be to guide and provide leadership for volunteer staff persons.
5. The Senior Pastor of the church: the Senior Pastor does have the ultimate responsibility for what happens in the church and the Director of Christian Education/Youth Coordinator shall meet with him/her on a weekly basis.