

Director of Christian Education and Outreach

The Director of Christian Education and Outreach is a critical staff position in Trinity United Methodist Church, reporting directly to the Pastor. This position oversees operational and educational aspects of the church, coordinates outreach and special church events, and communicates with the various stakeholders of the church and community. This is considered to be approximately a 32 hour per week position.

Staffing Responsibilities

- Correlate all programs, plans and activities with the pastor and church council.
- Provide Christmas gifts and Teacher Appreciation gifts.
- Recruit volunteers to serve as Sunday school teachers, Nursery attendants, and Junior worship leaders.
- Attend Ad Council meetings and also committee meetings as needed.

Education and Teaching Responsibilities

- Coordinate to assure coverage of Children's Sunday School, Jr. Worship, and the Nursery every week.
- Lead youth group activities and educational sessions at least biweekly.
- Coordinate youth group service opportunities at least once a quarter.
- Develop relationships with students in the youth group and work to facilitate growth within the youth group including but not limited to numerical and spiritual growth.
- Select Vacation Bible School curriculum.
- Plan and execute the annual Vacation Bible School event as well as follow up events that may emerge.
- Assist Pastor as needed with New Member Classes, Bible/Book Studies, and Confirmation Classes.

Outreach & Special Events

- In conjunction with Pastor, coordinate Kenwood Elementary School Partnership.
 - Recruit "Lunch Buddies", coordinate school supply collection, develop new relationship ties between Kenwood Elementary school and TUMC.
- Plan and execute Art Show, Trunk or Treat, Easter Egg Hunt, Palm Parade, Easter Breakfast and other congregational events as they arise.
- Arrange for the annual children's mission. Identify the mission, organize collections (possible fund-raisers), and assure the donations get to the organization (which may involve food packs or other tasks).
- In conjunction with the Fresh Expressions Coordinator, organize social activities for church. Advertise for events and take, or gather, pictures for future communications.
- Coordinate annual women's retreat and/or leadership retreat.
- Identify new ways to reach the community and encourage attendance/grow membership.

Communications & Promotion

- In conjunction with other staff, maintain master church calendar and post items to the e-calendar on the church website.
- Maintain bulletin boards throughout the education wing.
- Research what other churches are doing and communicate with other leaders.
- Oversee and support the Administrative Assistant in communication and marketing functions such as social media, powerpoint, and other communications with constituents.
- In conjunction with the administrative assistant, maintain the information station and create items for it.

Other Duties as needed

- Purchase gifts and cards for high school and college graduates.
- Purchase, personalize and present Bibles to children third grade and up each year.
- Other duties as assigned

Qualifications

The ideal candidate for this position will be a lay professional with a strong focus and background in youth and children's ministry and/or education.

Required Qualifications:

- A heart for Jesus Christ
- Solid people skills (i.e., personable, professional, outgoing, community oriented, a positive outlook, teamwork oriented)
- Demonstrated administrative, organizational, and time management skills
- Able to self-start in project planning and implementation
- Strong communication and relational skills
- Computer literacy
- The ability to effectively recruit and manage volunteers

Preferred qualifications:

- Bachelor's Degree in education, religion, youth ministry, or related field with relevant experience an asset

*****Stringent criminal background checks and reports will be conducted.*****

Resumes may be submitted to bgtrinityumc@yahoo.com