**Sandy Mount United Methodist Church**

**Director of Christian Education**

**General Responsibilities:**

Develops, supports ,and provides direction for the educational ministry of the congregation.

**Reports To:** Staff Parish Relations Committee, but shall work in direct cooperation with the Pastor and Administrative Council.

**Major Accountabilities:**

**Sunday School**

1. Develop and promote a unified education program of Christian study and fellowship for all age groups
2. Meet with Education leaders, Administrative Council, Congregational Care and other groups impacting the educational ministry
3. Coordinate recruitment and training of teachers and leaders; provide planning, leadership and guidance
4. Manage budgetary funds and statistical records
5. Coordinate curriculum selection and ordering

**Vacation Bible School**

1. Coordinate and organize VBS schedule and materials
2. Recruit teachers and leaders

**Youth Ministry**

1. Coordinate United Methodist Youth Fellowship, Council on Youth Ministry and Special Activities for Youth in the Church. This includes but is not limited to outreach, mission activities, recreation and music programs.
2. Coordinate with Pastor, Committees and Parents in developing meaningful programs and activities
3. Oversee and counsel Youth and Parents

**Community and Miscellaneous Activities**

1. Assist in planning and delivering special and seasonal Church programs
2. Serve as leader or participant in educational activities or the district, conference or general church as needed

**Education and Experience**

* Education and experience in leading Christian Education
* Ability to develop and direct education ministries
* Ability to relate to children and youth
* Ability to work with parents and church leaders

**Print Name**

**Signature**

**Date**

**SPRC Member Signature**

**Date**