

First Church Moorestown
Director of Christian Education and Community Life

Purpose of Ministry: The Director of Christian Education and Community Life (DCECL) will develop and deliver educational programs to help us, as an inclusive and welcoming faith community and as individuals of all ages, to love God, love others, love ourselves, and love creation.

Key Responsibilities:

- Supervise the selection of curricula, supplies, and media for all Sunday School classes, small group studies, and the library.
- Run the Safe Sanctuaries program for all volunteers. (Safe Sanctuaries is a United Methodist social structure designed to assure that the church and its ministries are places of trust, free from abusive relationships).
- Recruit, select, train and supervise the paid nursery staff, and all other educational program volunteers, including Sunday School teachers.
- Coordinate and supervise all childcare coverage for church activities.
- Develop the education program budget and assess facility requirements to carry out program activities.
- Attend and prepare reports for Church Council meetings and work with other church commissions as necessary.
- Write periodic articles for The Messenger, our church newsletter.
- Plan and coordinate Vacation Bible School.
- Coordinate quarterly community outreach events for children and families.
- Plan programming for the weekly children's youth program (grades K-5).
- Oversee confirmation classes.
- Coordinate activities of the Education Committee in conjunction with the chairperson of the Education Committee.
- Supervise Sunday School and other Christian Education programs on Sunday mornings.
- Establish regular office hours, and attend staff meetings.

Terms of Employment:

- The DCECL directly reports to the Senior Pastor and is accountable to the Associate Pastor, the Christian Education Committee, and the Staff-Parish Relations Committee (SPRC).
- The position requires the ability to work flexible hours to meet the programmatic needs of the Christian Education ministry and of the church, and to accommodate the seasonal aspects of Christian ministry.
- The DCECL is expected to take an active role in the life of First Church.

Compensation and Benefits: This position is paid hourly. Benefits include paid vacation leave, ten paid holidays, two personal days, and four sick days per calendar year. Hourly rate of pay commensurate with experience for 30 hours of work per week.

Performance Evaluation: Job performance will be reviewed after 90 days, and annually thereafter. The annual review will be conducted to clarify expectations, affirm accomplishments, set short and long-term goals, and plan for ways to improve and strengthen job performance. Ongoing feedback will be provided from the Staff-Parish Relations Committee and the Senior Pastor, in collaboration with the

Christian Education Committee.

Qualifications:

- A Christian with a demonstrated commitment to following Jesus.
- Prior experience in an education setting is required, and experience in Christian education is strongly desirable.
- Good people skills: capable of working with pastors, staff, parents, children, youth and adults, as well as with those of diverse racial, ethnic, political, and theological perspectives.
- Ability to plan educational lessons and teach in classroom, small group, and congregational settings.
- Strong organizational skills such as team building, collaborative leadership, equipping others, and organizing and leading meetings.
- Knowledge of basic office skills including the use of text, email, and software included in Microsoft Office.
- Able to pass and maintain their own Safe Sanctuary screening.
- Interest and ability to think and reflect theologically, with a commitment to the spiritual growth and discipleship of both oneself and the congregation.

Our Mission: We are a community of faith committed to sharing the love of Jesus Christ with a hurting world through words and actions.

Our Vision: To be an inclusive, diverse church, loving others, working for justice and peace, and sharing God's grace.

Our Welcome: We rejoice in the sacred work of all people and welcome all with open hearts, open minds, and open doors. We invite people of every race, ethnicity, economic reality, family status, sexual orientation, gender identity, gender expression, religious background, ability, and legal status to join our journey toward full participation in Christ's church.