

Director of Christian Education

Job Description

The Director of Christian Education is called to nurture and enhance the rapidly growing youth ministries of the church in a half time (20 hr/wk) position. The DCE will lead a team of teachers and child care workers, coordinate and teach church school programs throughout the year, organize special events for youth, and provide administrative support to the Board of Christian Education (BCE). Lay educators and ministry candidates are both encouraged to apply.

Direction of Christian Education is a staff position within the church. For qualified candidates, the congregation is exploring the option of expanding this role into a called associate pastor position - see below.

Responsibilities will include:

1. Recruit, train, and coordinate teacher volunteers, child care workers, other leadership.
2. Work with BCE to administer the church school curriculum, for independent sections of elementary and middle school youth.
3. Teach one section of Sunday morning Sunday school, and utilize teacher volunteers for other sections.
4. Work with volunteers for quarterly and yearly youth events including the Christmas pageant, Children's Sabbath, and a one-week Vacation Day Camp.
5. Support and attend Teen Interfaith Leadership Council meetings and events.
6. Administer a child care program for church events, and schedule child care workers as needed.
7. Communicate with families and support staff in weekly emails and monthly meetings.
8. Collaborate with the Trustees on the Christian education budget. Evaluate, order, and distribute curriculum materials, equipment and general supplies.
9. Submit an Annual Report to the congregation at the end of each year and work with Trustees to develop a BCE budget each year.

For qualified ordained candidates or those on a path to ordination, this role has the potential to grow into a called associate pastor position. Additional responsibilities of this position would include:

1. Participate in worship services of the church.
2. Administer the Rites and Sacraments of the United Church of Christ.
3. Other ministerial duties as the church may require.

Qualifications

1. Experience working with children or teens in an educational setting.
2. Ability to evaluate/develop lesson plans and teaching materials.
3. Experience with a volunteer-based or non-profit organization, and ability to lead a team of volunteers.
4. A mature progressive faith and talent for articulating that faith. demonstrated experience with children, youth, parents and elders.
5. Willingness to learn, be coached, and collaborate in a democratic community of faith.

6. Valid driver's license and willingness to be fingerprinted with background and reference check.

Open & Affirming Church Identity

The Congregational Church of Belmont is a small United Church of Christ congregation with open hearts and progressive minds. We are Open and Affirming, accepting all wherever they are on their faith journey regardless of race, ethnicity, gender, sexual orientation, or spiritual origin.

To apply, send resume and contact to Rev. Kristi Denham at revkristi@aol.com. We are located at 751 Alameda de las Pulgas, Belmont, CA. 94002.