



# LOWVILLE BAPTIST CHURCH

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## Position Description –Christian Education Director

### **General Information**

The Christian Education Director (CED) will be a mature born-again Christian who will have a vision of a teaching and evangelical church. The CED will be someone who can call forth the gifts of teaching and train people to teach in Sunday Schools, Vacation Church School and teach and otherwise serve in other areas of the educational and youth ministries of the church. The CED will have a strong background in education and working with youth. The Director should also have considerable administrative skills and be a “team” player.

The position is a part-time salaried position. The annual salary is \$9360. There are no benefits other than four weeks of vacation. There is a \$1,500 expense allowance for books, mileage, conference fees, etc. These should be approved by the pastor. It is expected that a minimum of 15 hours a week will be devoted to this service. It is expected that prior to the person’s first anniversary in the position that they will hold membership in the Lowville Baptist Church.

The CED will work closely with the Pastor and the Board of Christian Education in the planning and implementation of the Christian Education and Youth ministries of the church. The Christian Education Director is accountable to and under the direct supervision of the Pastor and the Board of Christian Education.

### **Position Expectations**

1. Be responsible for planning activities and special events for the church family, i.e. children, youth and adults and will be present to implement them.
2. Be involved in curriculum selection, planning and materials and supplies procurement with the Board of Christian Education.
3. Coordinate the youth activities of the church. Be a resource for teachers, advisors and the youth in planning and implementing programs.
4. Have responsibility for training teachers and other leaders in the churches educational programs.
5. Work with other church boards and committees when appropriate to the Christian Education Program.
6. Serve as Sunday School Superintendent.
7. Attend when possible area and regional programs and conferences which deal with topics within the scope of Christian Education and Youth Ministries.

### **Evaluation**

1. An annual review will be held with the Pastor and the Board of Christian Education
2. The evaluation is designed to be a positive experience with an emphasis on the demonstrated qualities of leadership, the achievement of program objectives and the development of possible new objectives.
3. Unreached objectives or in weaknesses in leadership can be discussed in love and with plans for improvement.