



Part-Time Director of Christian Education at Rockville United Church

Rockville, MD

Our mission-oriented congregation is seeking a part time (up to 25 hrs/week) Director of Christian Education (DCE) to be part of the team ministry of Rockville United Church (RUC). The RUC ministry team includes the Pastor, the Church Council, the Youth Leader, the Director of Music, and the Church Administrator. Our church size is 101-250 members, with 20 children in our Sunday School.

Supervised by the Pastor, the DCE facilitates the work of the Christian Education Committee (CEC) and provides leadership in our Christian Education (CE) programs for children, youth and adults in the congregation. The DCE supervises, advertises and coordinates programs in alliance with the ministry team, the CEC, and other church committees. The DCE provides leadership for Christian Education volunteers. This is a one year renewable contract.

We are looking for a dynamic, outgoing person who is:

- Creative, flexible and a self starter
- Able to engage children, youth and adults
- Inspired and organized in a way that will enhance our existing CE program
- Skilled at team-building
- Proficient communicator: direct, written, telephone, web, text and email.

Job Duties:

- Implement and guide the existing CE program at RUC using input from the team ministry, the CEC, youth, adults, and parents.
- Support teacher volunteers in our rotation Sunday school for children and youth, and work with the CEC to recruit and train new volunteers.
- Assist the CEC and adult education volunteer(s) in selection and development of materials and programs for Adult Education.
- Assist and guide the Youth Leader and teacher volunteers in development of Middle School and Senior High Youth programs.
- Provide leadership in coordination with the pastor for Confirmation of senior high youth.

- Coordinate with CEC and other RUC committees to support existing Christian Education events, and develop ideas and support volunteers to create new events and programs.
- Communicate to the congregation, to volunteers, to children, and to parents, via telephone, Internet, our RUC Website, e-mail, Facebook, and other appropriate forums.
- Assist and provide leadership to volunteers in keeping our RUC Website and newsletter updated as to CE events and developments.
- Coordinate with the Music Director, and Youth Choir Director.
- Provide input regarding the Christian education budget and program to the CEC.
- Engage in continuing education for professional and spiritual growth.
- As appropriate, attend staff meetings, Council meetings, the annual Church Planning Conference, and participate in our Sunday program.
- Other mutually agreed upon duties.

Preferred Skills/Experience

- Christian Educator or educator in public or private education setting
- Experience in and affinity for working with children, youth and adults
- Experience in a Christian Education setting
- Excellent organizational, communication and interpersonal skills
- Ability to manage multiple tasks simultaneously
- Skilled in computer and Internet communications

Salary: Commensurate with experience and education.

Position to remain open with interviews beginning April 15, until filled.

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