

Director of Christian Education

Description: The Director of Christian Education (DCE) works closely with Central Moravian Church (CMC) Pastors and is responsible for overseeing and coordinating Christian education and fellowship opportunities for our children, youth and adults. The DCE will report to the Senior Pastor. The DCE will oversee related Christian education by working as staff liaison with the Christian Education and Church Family Life committees. As part of their job, the DCE is expected to be present for Sunday School and, when absent, to designate a substitute.

Key Responsibilities:

Administration:

- In conjunction with the respective committee chairs, the DCE manages the Christian Education and Church Family Life budget.
- Works with financial staff to complete all necessary payroll documents.
- Ensure that all background checks are kept up to date for volunteers who work with children.
- Serve as the staff liaison to the Christian Education Committee and Church Family Life committee.
- Work in cooperation with the Christian Education Committee to provide support in reviewing and ordering curriculum, developing programs and activities for children, youth, and adults.
- Serve as staff liaison to Bethlehem Area Moravian Vacation Bible School planning.
- Promote programs and opportunities for participation at Hope Conference and Renewal Center, Youth Rally, High School and Young Adult Convocations, and other denominational youth events
- Assist the Senior Pastor, as needed, with confirmation instruction
- Attends monthly staff meetings, and as needed, weekly check-ins with sr. staff.
- Available to attend Board of Elders meetings if needed.
- Supplies an annual report to the Christian Education committee for the Congregational Annual report

Staffing:

- Initiates process with Christian Education Committee to recruit teaching staff for the Sunday School classes for children, youth and adults
- Finds substitutes when regular Sunday School teachers need to be absent.
- Serve as a teacher if needed or substitute.
- Orders curriculum, and educates staff in implementing lesson plans, effective staff training, etc.
- Coordinates music programming with Minister of Music and musical accompanists.

Communication

- Sends out timely email reminders about Sunday School and special event programming.
- Informs and promotes Christian Education through Constant Contact emails, The Sunday Times (bulletin inserts) and The Belfry (church newsletter)
- Works with CMC staff member responsible for the church website and social media to promote Christian Education.

Children and Youth Programming Development:

- Lead the Friday Fun Night (FFN) programs, a monthly Friday evening dinner and activity time for Pre-K-5th grade.
- Work in cooperation with the Christian Education committee for planning Sunday School opening, Sunday School Closing and other events such as Advent and Easter Workshops, Easter Egg Hunt, and backpack blessing.
- Develop a Youth Group (Grades 6-8 or 9-12) that meets at least monthly.
- Develop a Middle School - Sr. High "Service/Mission" summer opportunity for youth to serve within the local community.

Adult Programming:

- Assist the CE committee with Sunday morning programming for adults.
- Serve as a point of contact for adult groups (such as Moravian Women, Women's Bible study, Men's Bible study, Comenius, etc.)

Hours and Benefits:

- Part-time – 20 – 25 hours per week Including Sunday mornings (9:00-11:00 September through May), and monthly events (youth group, FFN, etc.).
- Eligible for 1 working week (20 hours) of paid sick leave and 1 working week (20 hours) of vacation (No more than three Sundays off during the Christian Education Year). (Sunday School begins the Sunday after Labor Day, doesn't meet between Christmas and New Years, and ends the Sunday before Memorial Day.)
- Salary: \$27,000
- Continuing Education budget: \$400/annual.

Qualifications:

- A college degree – preferably in education or related field
- Past teaching experience
- Previous involvement with a faith community
- Strong communication skills

Reports to: Senior Pastor and Board of Elders.

Position is subject to a 3 month review, followed by regular annual reviews.

Created March 2025.