

POSITION DESCRIPTIONS

DIRECTOR OR MINISTER OF CHRISTIAN EDUCATION OR MINISTER OF CHRISTIAN TEACHING

The minister of Christian teaching will be expected to be part of a close team relationship with the senior minister and any other staff persons. Weekly staff meetings, staff retreats, and the coordination of program planning and evaluation among staff and with board and committee chairpersons are essential in overall staff leadership. A seminary degree is desired for this position.

The minister of Christian teaching should have a vision of a teaching, discipling church; someone who can call forth the gifts of teaching and train people who will teach in the Sunday School, Vacation Church School, and other areas of teaching ministry; someone who has administrative abilities. Salaries, benefits such as retirement, health insurance, professional expenses such as conference expense, continuing education and time off, will vary in churches of varying size and ability to pay. Such items should be negotiated and agreed upon with the minister at the time of employment, and reviewed at least annually.

The minister of Christian teaching is:

Accountable to: The Board or Committee of Christian Education and the senior minister.

Accountable with: The senior minister and other staff persons and the congregation for the ministry of the church to its membership and mission to the community and world.

Accountable with: The staff relations committee for cooperative and effective ministries and relationships.

Accountable with: The denomination - Region/State/City and national leaders in Christian Education for meaningful participation in programs and events and the support of same.

Accountable for:

1. Nursery and preschool services of the church.
2. Elementary, secondary, young adult and adult programs of the church.
3. Leadership enlistment and training, with the assistance of the Board of Christian Education, and planning for the use of the curriculum and other needed materials and resources.
4. Program promotion and interpretation of education, missions, and other special emphases approved by the Board of Christian Education and/or church council.
5. Coordinate the services of the Christian Education program with other programs of the church, e.g., music, missions, women's or men's work.
6. Order all materials and supplies provided for by the Christian Education budget, or delegate this responsibility.

7. Assist the Board of Christian Education in the preparation and interpretation of the Christian education budget, and in the effective promotion of the total church finance program through the education programs.
8. Coordinate the total youth work of the church; act as resource leader for teachers, advisers and youth in organization and program planning and implementation.
9. Advise and consult with the senior minister on all the above, recognizing his/her responsibility for the total church program, and as a staff member cooperate in carrying out the policies and program approved by the church. The senior minister and Board of Christian Education will in turn promise support, counsel, and assistance to the minister of teaching in an effort to advance and enhance the program wherever possible.

Other Responsibilities

There may be other responsibilities negotiated with this staff person which will be determined by the skills and wishes of the minister and the needs of the church. These might include preaching, worship leader, working with the building and maintenance needs, counseling, conducting weddings, funerals, community services.

Denominational and Inter-denominational Activities

1. Participate in ABC Ministers Council, pledge to its Code of Ethics, and actively pursue those ideals.
2. Participate in, cooperate with clusters or associations, region/state/city and national programs, events and activities.
3. Cooperate with other local churches in appropriate ecumenical efforts and witness. Be involved in other community agencies and programs.
4. Support denominational programming and institutions

Personal Growth and Recreation

1. Appropriate time for personal reading, research and meditation.
2. Plan for and complete two Continuing Education Units or equivalence annually.
3. Take one month vacation each year.
4. Have one to two days off each week.
5. Attend denominational and interdenominational conferences and conventions regularly and encourage other staff persons and members of the congregation to do likewise.

Evaluation

There will be periodic review (annually) with staff persons and staff relations committee. Such appraisal on the part of the minister as well as the church leader group can increase effectiveness as well as improve communications. Positions are likely to be rewritten when there are changes in staff. Evaluation can be a positive and growing experience with emphasis on the positive qualities of leadership, the achieving of objectives and the determining of new objectives. Unreached objectives or weaknesses in leadership can be discussed in love and with plans for improvement.

12/82