

BLUFFTON UNITED METHODIST CHURCH
Director of Christian Education
Interviewing to begin in September 2022
Estimated Hiring by November 2022

We are seeking a dynamic team member to support/enhance existing Christian educational programming relative to the United Methodist Church and/or to create/develop additional programs. This position cannot be defined in terms of a fixed schedule. Some established office hours are expected and are to be noted to the congregation. It is a salaried position that does require a minimum number of hours per week as determined by the Senior Pastor and Staff Parish Relations Committee (SPRC). Candidate should possess interpersonal skills to work with a diverse group of people within the church (i.e. staff, congregation) and the ability to become a successful part of the ministry team with other staff members and elected lay leaders. Salary will be commensurate with education and previous work experience that demonstrates competency and the abilities to discharge the duties and responsibilities set forth. Vacation as outlined in the Personnel Policy handbook with advance approval. This position does not include health care benefits.

Reporting Relationship

The Director of Christian Education works under the supervision of the Senior Pastor, is responsible to the SPRC and coordinates with the Education Committee to establish and carry out educational programs and other assigned duties.

Qualifications

- A degree from an accredited college with a focus and experience in Christian Ministries and Education is required.
- Completion of Safe Sanctuary training.
- Successful criminal background check for Safe Sanctuary Policy, credit check, and abide by United Methodist Policies.
- A current driver's license and reliable transportation.
- Verbal and written communication skills to effectively communicate with all age levels.
- Competency in the use of basic church software, including Google Suite, Microsoft Office, Wordpress and membership programs.
- Ability to organize the efforts of others as well as the ability to develop short and long-term plans and supervise their execution.

Primary Duties and Responsibilities

- Develop and plan educational church programs, objectives, and goals – create an educational calendar to provide an expansion in programming and communication.
- Meet with the Education Committee to help plan programs and activities by integrating educational activities into a coordinated ministry such as family events, Vacation Bible School, live nativity, and the Easter Egg Hunt to name a few.
- Lead Youth Group
- Provide children's messages during worship, or coordinate with volunteers as needed for some weeks.

- Recruit and train teachers, volunteers and leaders for all age groups: children, youth and adult special programs.
- Develop and submit an annual budget for Christian Education and oversee expenditures of the budget.
- Attend staff meetings.

To apply: (Interviews to be scheduled with qualified applicants)

Send letter of interest and resume to:
Bluffton United Methodist Church
Attn: SPRC Chair
P. O. Box 368
Bluffton, SC 29910-0368
or, email to: SPRC@blufftonumc.org