

**Job Description for Christian Education Director**  
**The Greater Piney Grove Baptist Church**  
**Dr. William E. Flippin, Sr., Senior Pastor**

**OVERVIEW:**

An Education Pastor to lead our Christian education ministries.

The ideal candidate has a keen understanding of how people of all ages and cultures learn, as well as experience shaping educational strategies in a church setting.

- The Director of Christian Education should be led by the Holy Spirit, adequately trained, and called of the Lord to guide the ministry.
- The Director of Christian Education is responsible to the Pastor for the development and promotion of the educational program of the church.

**GENERAL RESPONSIBILITIES:**

- Develop and implement a Christian education strategy for the church that supports the overall church vision and mission.
- Ensure that effective attendance records (including contact information of all attendees) are kept and then loaded into the church management system.
- Lead the process of choosing and implementing curriculum for all ages of the Christian education program.
- Provide leadership for planning and implementing children and youth events that take place during worship services.
- Recruit and train new teachers for Sunday school classes.
- Recruit and train leaders for the annual Vacation Bible School.
- Shepherd and care for the spiritual needs of volunteer church teachers.
- Ensure that an effective security system is implemented within the church for children and youth.
- Participate in general pastoral duties as needed (weddings, funerals, counseling, etc.).
- Coordinate outreach efforts for Christian education ministries of the church.
- Work with the Next Generation's ministry staff to develop a parent feedback system to ensure parental expectations for their children's discipleship are being met.
- Serve as a part of the church's leadership team.
- Be available to preach and teach the Bible when requested.
- Participate in all staff meetings and retreats.

- Work with the Communications Director to develop a plan for communicating the Next Generation's ministry activities.
  - Determine the purpose and organizational structure for each educational program
- Serves as staff advisor for church committees
- Use or establish a church council or committee of key leaders to plan, coordinate and evaluate the church's total educational ministry
- Assist in making annual plans for each ministry under the umbrella of Christian Education
- Budget for regular expenses such as curriculum materials and for all special items in the annual plan
- Ensure adequate library resources are available for leaders and learners
- Maintain a complete record system for each organization listing persons involved, contact information, officers, and attendance records
- Assists in the maintenance of accurate records for all educational organizations
- Assists the Finance Committee in the development of the annual budget for Christian Education
- Complies with all established church policies and procedures as well as all applicable federal and state laws
- Evaluate periodically and annually
- Follow the basic principles of working with, for, and through people in administering church educational organizations
- Inform - communicate specifically and clearly; provide opportunities for open discussion of pertinent issues; keep in touch with key leaders in the church and in the educational organizations
- Inspire - Minister to and encourage the persons with whom you work
- Involve - share leadership duties among responsible persons
- Lead - be the first example

**CONDUCTS THE FOLLOWING ASSIGNMENTS AS DIRECTED BY THE PASTOR:**

- Develop church, annual and monthly themes
- Edits church bulletins, promos, programs
- Review and assists with the approval of Event Planning Forms
- Determines responsive readings and litanies for worship experiences
- Reads various books and other materials so as to determine their relevancy to The Grove

- Assists with all ministry workshops, retreats, seminars
- Serve as liaison to all local, district, state, and national conventions
- Assist Church Administrator in developing staff retreats
- Develop Annual Leaders' Conference

### **SPECIFIC CHRISTIAN EDUCATION RESPONSIBILITIES:**

With the assistance of ministry leaders, implement, coordinate, and offer a comprehensive program of Christian Education that includes:

1. **Bible Study** programs that will equip, build-up, and edify the body of Christ for everyday living; this constitutes a systematic period for the Pastor's hour where the congregation hears and heeds the Pastor's voice.
2. A systematic **Sunday Church School** program designed to reach, teach, and win others to Christ; this includes a program for the children and youth that will encourage them in the areas of spirituality, citizenship, and character development.
3. A practical **Sunday Life School** designed to provide practical, biblical, instruction on LIFE issues that Christians face daily.
4. An involved **New Member's Orientation** program that leads to the assimilation of new members into the church as well as enhances their spiritual growth.
5. A **Christian Studies Institute** that provides specialized classes that will address the needs of the family, single and senior adults, assisting in their individual growth and spiritual development; in addition, effective training for Sunday school teachers, church officers and others in positions of spiritual leadership.
6. A **Ministerial Development Training** program designed to assist ministers with church management and administrative skills, biblical interpretation and exposition, and sermon development and outlining.
7. An array of **Undergirding Activities** designed to assist various populations and ministries of the Grove in becoming more effective in their goals and overall church responsibilities.

8. An ***Evaluation*** of all Christian Education ministries to determine effectiveness of service, openness and availability, opportunities for ministry, and acceptance and value added to the Grove's members.

**CHRISTIAN EDUCATION MINISTRIES AT THE GREATER PINEY GROVE BAPTIST CHURCH:**

- Sunday Church School
- Ministerial Development Training
- Christian Studies Institute
- Frank Jones Memorial Scholarship
- Tuesday Noon/Night Teaching (TNT)
- Computer/Technology Training
- Church Library & Archives
- Voices of Aaron Toastmasters
- New Life (New Members Orientation)
- Athletic Ministry
- Liaison to Children/Youth Ministry

Note: Each C.E. ministry has its individual goals. Items 1-8 above involve specific programs for the general education of the membership, leaders, and ministers of The Greater Piney Grove Baptist Church.

**REQUIREMENTS:**

- Master's degree in education (preferably in Christian education).
- At least 5 years of experience teaching in a church environment.
- At least 5 years of experience in a managerial capacity.
- An extensive understanding of current education methodologies.
- An ability to work with people of varying ethnicities, socio-economic levels, and generations.
- Excellent written and verbal communication skills.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- A lifestyle congruent with the biblical requirements for leaders (1 Tim. 3:1-13; 2 Tim. 2; Titus 1:5-9).
- A calling to educational and/or pastoral ministry.