

## **Director of Christian Education and Communication**

### **GENERAL DESCRIPTION:**

1. Under the supervision of the pastor, the Director of Christian Education and Communication is responsible for developing and coordinating the Christian Education ministry of Victorville United Methodist Church. The objective is to “make disciples”, that is, bring individuals to Christ and provide opportunities to strengthen their Christian faith through the Christian Education Department of the church in cooperation with the Evangelism and Worship departments.
2. With regard to Communication, the responsibilities include promotion and advertising of church events within the church, United Methodist Children’s Center (UMCC), High Desert Relative Caregivers (HDRC), and within the community. Establish and maintain direct lines of communication with the congregation, UMCC and HDRC regarding church events through the church newsletter, weekly bulletin, promotional flyers, announcements and other means necessary. Also inform the community through the church web page, newspaper, radio stations and other methods.

### **RESPONSIBILITIES:**

As **Director of Christian Education**, the responsibilities include the following:

1. Supervision of the Sunday school Operations Manager whose responsibilities are:
  - A. The week-by-week operation of Sunday school and Nursery.
    1. Distribute & retrieve record-keeping documents for each class
    2. On a week-by-week basis, combine or separate classes as needs arise due to fluctuating attendance by children or teacher absence.
    3. Children’s Church, Children’s Worship Arts, etc.
  - B. Operation of Church Nursery following Safe Sanctuary Policy
2. Sunday School:
  - A. Maintain records of attendance and offerings for Sunday school classes, providing blank forms for Sunday school Operations Director to distribute & retrieve.
  - B. Together with Sunday School Operations Director, evaluate and order curriculum for Sunday school children’s classes.

- C. Train all Sunday school teachers and nursery workers as related to the curriculum and Safe Sanctuary and Sexual Harassment policies with two trainings per year minimum.
  - D. Assume responsibility for making sure all classes are covered by trained teachers and volunteers who have passed the Department of Justice clearance procedure. Two teachers are required for each room, three if two of them are married to each other.
3. Church Nursery Operation (see Sunday School Operations Manager):
- A. Following state policy, schedule and supervise Nursery Workers.
    - 1. Ensure that workers are cleared by the Department of Justice to work at VVUMC.
    - 2. Verify that sufficient number of workers is present for worship each service.
- 5. Recruit and maintain a volunteer list of workers
  - 6. Work with the church Secretary to schedule room use for all classes. Notify teachers when class changes are made.
  - 7. Working with the Education Committee, develop a small handbook for Sunday school teachers and volunteer workers regarding operational procedures and policies.
  - 8. With an eye toward the growth of the Christian Education program within the church, plan ahead and publicize all events, even beyond the walls of the church.
  - 9. Together with the Education Committee, establish long- and short-term goals; involve all staff and volunteers in planning and goal-setting, establish a 12-month calendar of Christian education opportunities including Sunday school, short term classes at Lent and other times, VBS, Easter and Christmas events, etc, as the committee decides.
  - 10. Work with the Youth Director/Senior High Sunday School teacher for integrated programming.
  - 11. Attendance at Church Office Staff, Education Committee, Program Council, Administrative Board, and Vacation Bible School planning meetings is required.
  - 12. Create a year-end report to Charge Conference relating to the past year's operation of the Sunday School and Christian Education Department.

13. Communicate with the pastor on a regular basis regarding the operation of the Sunday School, educational programming and communications. Two scheduled meetings each month minimum.
14. Work with pastor, other staff members and volunteers to develop and implement an effective adult small group ministry. (Cluster Groups and Bible studies)
15. Together with the Worship Committee Chair, Evangelism Chair, and the Education Committee, coordinate the major activities of Pentecost, Easter, and Christmas as relates to planning, promotion, execution, opportunities for decisions for Christ, and evaluation.

As **Director of Communication**, the responsibilities include the following:

1. Supervision of the Web Master/Technology person whose responsibilities are:
  - A. Maintain Web Ministry. This includes updating of the established website, as well as promoting the use of Internet as a tool for church work.
  - B. Promote and advertise church events through the church website (vvumc.org) and the Internet.
  - C. Overseeing the management and maintenance of the website and other Internet-related activities.
  - D. Training of staff and laity in the maintenance, ongoing development and use of web pages and Internet.
  - E. Perpetually seek new technologies and opportunities to improve the effectiveness of Internet-related communication.
  - F. Extensive knowledge of new media, technology, including details for Internet and the Web, print publications, graphics, audio and visual presentations, as well as the corresponding software.
  - G. Remain up-to-date on creative, communication and technological trends and look for opportunities to use this information to more effectively communicate with the community and VVUMC family.
2. Promote and advertise church events within the church, United Methodist Children's Center (UMCC), High Desert Relative Caregivers (HDRC), and within the community. Establish and maintain direct lines of communication with the congregation, UMCC and HDRC regarding church events through the church newsletter, weekly bulletin, promotional flyers, announcements

and other means necessary. Inform the community newspaper, radio stations and other methods.

3. Communicate with the pastor on a regular basis regarding all communication and web-related issues.
4. In conjunction with the pastor and other responsible parties, develop and communicate to all involved and/or affected parties, a comprehensive communication plan. Manage that communication plan.
5. Together with the Program Council Chair, Worship Committee Chair, Evangelism Chair, and the Education Committee Chair, coordinate the major publicity of Pentecost, Easter, World Communion Sunday, Thanksgiving, and Christmas as related to the planning, promotion, execution, and evaluation.
6. Promote the church in the local media – newspapers, radio and television. Serve as the media/community relations liaison for VVUMC and be the primary interface with the news media and other mass communications outlets. Work to strengthen media relationships.
7. In conjunction with committees and other responsible parties, help establish and maintain an image or brand identity for the church which will be reflected in all activities, programs and their communication.
8. In conjunction with committees and other responsible parties, produce communication materials compliant with the church image and brand identity.
9. Educate staff and laity about the effective use of marketing and communications in church work.

### **MENTORING OF THE ASSISTANT DIRECTOR OF CHRISTIAN EDUCATION AND COMMUNICATION**

Serve as a mentor to the Assistant Director of Christian Education and Communication in the following ways:

1. Meet on a mutually agreed-upon schedule (frequency to be decided upon, minimum monthly) to train the Assistant in the tasks of the Director of Christian Education through hands-on activities and suggested reading and discussion.
2. Create a plan with the Assistant to meet for spiritual mentoring, to include prayer time, study time, and discussion of topics about the Christian faith and the United Methodist Church.

3. Involve the Assistant in decision making, scheduling of Christian Education Committee meetings, teacher trainings, and other events which will prepare her to take on the tasks of the Director as may be required.
4. The Assistant Director of Christian Education will be prepared to substitute for the Director should it become required; the Assistant will compensated at the Director's pay rate for such work when the Director is unable to perform duties of the position.

**REQUIRED SKILLS:**

1. Demonstrate a strong commitment to weekly worship.
2. Demonstrate ability to work closely with committees of the church, i.e. Worship, Evangelism, Christian, Education, UMCC, HDRC
3. Demonstrate an ability to communicate effectively with others, as well as strong interpersonal skills and the ability to motivate staff and volunteers.
4. Demonstrate ability to facilitate the educational ministry through lay leadership.
5. Demonstrate good writing and organizational skills.

**DESIRED QUALIFICATIONS:**

1. Strong Christian faith and relationship with Jesus Christ.
2. One or more years of experience in successful working in a leadership position.
3. Two letters of recommendation
4. A working vehicle and valid California driver's license

**WORK SCHEDULE AND SALARY:**

- 16 hours per week...hours may be flexible with some hours in church Education Office.

- \$700 per month

ASSISTANT \$100.00

Web Master/Technology person \$100.00