

## **First United Methodist Church of Olympia Job Description**

|                       |   |                             |               |
|-----------------------|---|-----------------------------|---------------|
| <b>Position Title</b> | Director of Religious Education   | <b>Supervisor</b>           | Senior Pastor |
| <b>FTE or Hours</b>   | Full-Time   | <b>Employee or Contract</b> | Employee      |
| <b>Work Schedule</b>  | Four weekdays and Sunday, hours flexible, and will include some evening hours for meetings, some Saturday hours for events. |                             |               |

### **Position Objective:**

To provide leadership for the ministry of discipleship, faith development, and Christian education, for all ages by developing, managing, and evaluating Christian education, discipleship, and family-life programs at First UMC Olympia.

**Qualifications:** education, experience, training, licenses, certifications and competencies (knowledge, skills, abilities and behaviors)

**Required Qualifications:** At least two years' experience in Christian education program management, formal training and certification as a Christian educator. Competencies in volunteer recruiting, training, and nurture. Track record of working well as part of a ministry team. Understandings of learning theories and their application in a church setting. Ability to work intergenerationally. Comfortable with Microsoft Office software and electronic communication. Theologically comfortable with a progressive United Methodist understanding of God and church, commitment to the ministry and vision of First Church.

**Preferred/Desired Qualifications:** Master of Divinity or Master of Religious Education degree from accredited university or seminary. High level of computer competency, especially social media usage.

### **Physical demands and working conditions this job requires:**

Job may require climbing stairs, accessing supplies on shelves, work at a desk and with a computer keyboard. Position may require occasional overnight experiences on retreats and camping events.

### **Assigned Work Activities (duties and tasks)**

Describe the duties and tasks, and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the action performed; to whom or what; using what tools, equipment, methods and/or processes; and the final product or outcome.

| % of time<br>(total 100%) | List the assigned work in order of importance, with essential functions underlined>.   |
|---------------------------|--|
| 25%                       | <p>Duty: Planning oversight of Christian education/discipleship program</p> <p>Tasks include: Working with the Christian education ministry teams and/or councils to select curriculum, nurturing of teachers and leaders, development of Christian education policies, program implementation plans and timelines. Working with program staff on discipleship ministry matters.</p> |
| 20%                       | <p>Duty: Give leadership with the entire pastoral team to the work of volunteer coordination.</p> <p>Tasks include: Identification of gifts for ministry within the congregation, developing, implementing, and maintaining processes for creating active involvement of lay persons within the church.</p>  |
| 20%                       | <p>Duty: Weekly supervision of CE programs and projects, troubleshooting, resourcing.</p> <p>Tasks include: Overseeing room set-up, resource preparations, and substitute teaching as necessary, interfacing with musical staff for children's music programming, tracking resource deadlines, maintaining schedules.</p>  |
| 10%                       | <p>Duty: Special event supervision and management</p> <p>Tasks include: Oversight of Vacation Bible Camp, Lent/Easter and Advent/Christmas programs, other church year functions for families and church.</p>  |
| 9%                        | <p>Duty: Worship participation and leadership</p> <p>Tasks include: Visual presence before the congregation, celebrating God with our church family, leadership of children's functions in worship.</p>  |
| 8%                        | <p>Duty: Pastoral care and membership nurture</p> <p>Tasks include: Assisting all program staff with membership care and nurture, being a loving presence to families and individuals; sharing in the work of church growth.</p>   |
| 8%                        | <p>Duty: Oversight of the congregation's Safe-Church policies, record-keeping , general church administrative matters, consultation with pastoral program staff on a weekly basis, supervision of childcare staff</p> <p>Tasks include: Performing background checks, keeping files up to date, attending staff and other meetings.</p>  |

First United Methodist Church of Olympia is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a “living document,” updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication to explain the responsibilities, advertise the job and identify performance measures and potential training needs. Your signature indicates you have read this Job Description and understand the essential criteria and qualifications of the job.

Date: \_\_\_\_\_ Employee: \_\_\_\_\_

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Pastor: \_\_\_\_\_

| Document Revision History |                 |                     |
|---------------------------|-----------------|---------------------|
| Date                      | Reviser Name(s) | Reason for Revision |
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