Our Mission Statement
Through the power of the Spirit, Beneficent Church creates meaningful connections to God and one another and promotes justice, peace, and healing in our local and global communities. We are a Christ-centered, Open and Affirming, racially, culturally, and socio-economically diverse congregation.

POSITION TITLE: Director of Christian Education

SCOPE OF POSITION: The Director of Christian Education (DCE) provides vision, planning, training, implementation, oversight, and evaluation for the church’s educational ministries for children and youth, guided by the church’s mission. Involvement in the church’s adult education program is negotiable, based on interest and experience. The DCE reports to the Senior Minister and works cooperatively with other staff, the Christian Education Committee, the teachers, and the parents/caregivers. Teamwork, accessibility, direct communication, and transparent decision-making process are vital. The DCE is one of three designated Safe Space advocates, and as such is responsible for ensuring implementation of the Beneficent Church Safe Space Policies and Procedures for Sunday School, educational programs, and child and youth group activities. This position is funded for 18 hours per week, year-round, with seasonal fluctuations.

RESPONSIBILITIES

SUNDAY SCHOOL (nursery through high school)
2. Order curriculum and class supplies.
4. Support teachers in lesson planning and classroom activities.
5. Keep attendance records, class rosters, family contact information, etc.
6. Develop a yearly calendar of Sunday School events such as a Christmas pageant, Rally Day, Youth Sunday, and any special group activities.
7. Oversee and monitor class activities by being physically present in the Sunday School and nursery areas on Sunday mornings.
8. Fill in as a teacher as necessary.
9. With assistance from teachers and custodial staff, maintain clean, orderly, and cheerful Sunday School classrooms.

CONFIRMATION CLASS
1. Select curriculum and resources, with input from the senior minister.
2. Order curriculum and class supplies.
3. Provide confirmation instruction, with supplemental participation by ministers, teachers, or parents.
4. Keep attendance records, class roster, family contact information, etc.

WORSHIP
1. Offer a Children’s Moment during worship each week, with supplemental participation by teachers or parents as needed.
2. Advocate for the involvement of children and youth in worship, and provide training for worship leadership roles.
3. Work collaboratively with the ministers and worship leadership team to plan and present intergenerational worship quarterly.
4. Work collaboratively with the ministers and worship leadership team to plan and present the annual Christmas Eve pageant.
5. Work collaboratively with the ministers and worship leadership team to plan and present Confirmation Sunday worship.
6. Provide primary leadership and coordination for the annual Youth Sunday/Teacher Appreciation Sunday in June.

CHRISTIAN LIFE
1. Encourage participation in summer camps, youth retreats, and youth mission trips sponsored by the wider church.
2. As time permits, provide age-appropriate day-retreats.
3. As time permits, provide age-appropriate opportunities for community service as it relates to the church’s mission.

ADMINISTRATION
1. Contribute articles and announcements for church publications.
2. Provide a report for Annual Meeting in June.
3. Attend Christian Education Committee meetings (monthly).
4. Participate in staff meetings and Church Council periodically.
5. Participate in annual performance evaluation with the Senior Minister and the Personnel Committee.
6. Assist the Christian Education Committee in developing its annual budget proposal and provide good stewardship of the budget.
7. Assist the Christian Education Committee in fundraising efforts as needed.

PROFESSIONAL GROWTH
We encourage the DCE to pursue continuing educational opportunities (seminars, courses, workshops) to refresh their skills and knowledge. An annual stipend for continuing education is provided.
QUALIFICATIONS
1. Associates or Bachelor’s degree in education, religion, or a related discipline.
2. Experience working or volunteering with children and youth.
3. Experience working or volunteering in a Christian congregational setting.
4. Experience as a professional or volunteer educator.
5. Ability to articulate the value and content of a life of faith.
7. CPR and basic first aid certification or willingness to be certified.

POSITION DETAILS: Part-time, salaried, year-round. The Director of Christian Education is expected to average fifteen hours per week including at least three (3) hours on Sunday mornings plus regularly scheduled church staff meetings and monthly meetings of the Christian Education Committee. Other times may vary in accordance with seasonal events, programming, and office needs. Hours will be submitted weekly and paid bi-weekly. Four Sundays off are provided annually, selected at the DCE’s discretion with approval of the Senior Minister.

Salary Compensation: Depending on level of education and depth of experience, the hourly range is between $19.00 and $28.18 and will be determined when and if an offer of employment is made.

Continuing education stipend: $500 per year.

Mileage is reimbursed at the standard IRS rate, currently 58 cents/mile.

FOR MORE INFORMATION, please contact careers@beneficentchurch.org