

## **WAYNE CHURCH - A UNITED METHODIST COMMUNITY**

Love & Serve through Christ

210 S. Wayne Ave, Wayne, PA, 19087

wayneumc.org

(610) 688-5650

### **Position Title: Director of Christian Education**

#### **Major Function:**

The Director of Christian Education develops and implements discipleship programs, family-oriented events, and community outreach initiatives to strengthen relationships within the church and extend the church's reach to the broader community. This individual will work in a team-based environment with church staff, congregational volunteers, and paid childcare workers. All responsibilities will focus on fostering and maintaining a loving, inclusive, and safe environment for our children, youth, and families.

#### **Duties/Responsibilities:**

- Develop and implement a Christian discipleship program for children and youth under the guidance of the Lead Pastor
- Incorporate interactive and experiential activities, as well as technology, to appeal to all ages and learning styles
- Coordinate curriculum for children's church and youth programing
- Coordinate childcare during worship services and other special events; ensure volunteer and staff coverage for each occasion
- Organize engaging youth programing, including regular youth group meetings and outings
- Organize and lead annual mission trip(s) and other service opportunities
- Recruit, train, and manage both paid and volunteer childcare staff
- Manage classroom set-up and the procurement of classroom/activity supplies
- Collaborate with the Lead Pastor to align discipleship plan across the children, youth, and adult ministries
- Encourage children and youth to serve in Sunday worship services
- Develop special community-oriented opportunities (i.e. VBS, Christmas, Easter events)
- Coordinate family friendly events to encourage and support Christian values and family traditions

- Build relationships with parents and provide support and care in conjunction with the Lead Pastor and other ministry areas
- Execute strategies to enrich and grow the children and youth ministry
- Provide/coordinate the Children's Message during worship
- Work with other church staff to fulfill duties, enrich the discipleship programs, expand Wayne Church's reach
- Ensure compliance with all child safety laws and regulations (i.e., Safe Sanctuaries [UM requirement], background checks, mandated reporter training)
- Develop and implement staff and volunteer guidelines and code of conduct
- Preach occasional Sunday sermons (if interested)
- Other duties as needed and assigned

### **Desired Staff Characteristics**

- Strong Christian faith and passion for children's and youth ministries
- Loving and caring marked by a high level of patience and tolerance
- Understands unique needs and challenges of today's children and youth and can meet them at their level
- Ability to communicate effectively with children and adults
- Ability to work in a team-based environment
- Ability to organize and delegate to teams of volunteers
- Commitment to go above and beyond to achieve specific goals during key seasons throughout the year
- Accountable and flexible

### **Experience/Educational Requirements and Qualifications:**

- Related experience working with children (minimum of 3 years preferred)
- College degree preferred
- Background in seminary or early childhood education a plus
- Cleared through state and national background checks
- Ability to balance multiple projects while staying organized

Reports to the Lead Pastor. This is a full-time position and includes Sunday responsibilities. Interested applicants should send a resume to [learnmore@wayneumc.org](mailto:learnmore@wayneumc.org).