

MINISTER OF EDUCATION

Principle Function: Responsible for assisting the educational organizations of the church in planning, conducting, and evaluating a comprehensive program of Christian education and training.

Qualifications for the Position: Possess significant knowledge of the Christian education and training system and process. A degree in Christian religious education from an accredited seminary or equivalent experience is considered optimum.

Requirements of Position:

1. Lead the church in planning, conducting, and evaluating a comprehensive program of Christian education and training.
2. Serve as educational resource person and advisor to the leaders of assigned program, service, and committee organizations.
3. Develop special education and training projects such as retreats, study sessions and seminars for various age groups and program organizations.
4. Lead the church to be aware of the latest trends in Christian Education; lead in choosing suitable curriculum.
5. Guide in the designation, enlistment, and training of lay workers.
6. Maintain an adequate system of records.
7. Develop and administer a program of church-wide out-reach visitation.
8. Promote and direct the weekly officers' and teachers' meetings.
9. Coordinate the submission of the annual budget for all assigned programs and organizations.
10. Serve as staff advisor for the educational facet of special and pastoral ministry areas such as home-bound and nursing home Bible teaching programs.
11. Be available to the Pastor and Associate Pastor to assist them in the accomplishment of their ministries; perform additional duties as assigned by the Senior Minister.
12. Coordinate and provide administrative leadership to assigned committees, and program and ministry organizations.