St. John’s Episcopal Church
Arlington, MA

Director of Christian Education (Part-time)

JOB DESCRIPTION

The Director of Christian Education at St. John’s Episcopal Church will serve as a resource to support, foster and coordinate the congregation’s educational ministry, in conjunction with the Priest in Charge and the Christian Education Committee. The Director will maintain and guide all Church School activities, programs and projects, attend all meetings of the Christian Education Committee to assist in the development of an educational program for members of the church community from birth through the eighth grade. The Priest in Charge will be providing oversight for adolescent and adult education and the Director of Christian Education will assist in those endeavors. The Director of Christian Education will report to and be under the supervision of the Priest in Charge.

General Expectations for the Position of Director of Christian Education
1. Maintain open and direct communication with members of the parish, the lay leadership, and the Priest in Charge
2. Promote a welcoming and friendly environment for children and families.
3. Complete the Safe Church training and maintain up-to-date records for all staff and volunteers as required.

Key Responsibilities of the Director of Christian Education
1. Recruit volunteer Church School teachers.
2. Ensure all teachers complete Safe Church Training
3. Develop the Church School volunteer teachers into an effective team with clearly defined roles and responsibilities. Provide for adequate training for the volunteer teachers. Maintain an informed group of substitute and assistant teachers;
4. Plan and preside at teacher meetings.
5. Keep adequate and accurate records (registration, attendance, offerings, expenses, supplies, etc.), and provide a written report for the Annual Parish meeting.
6. Order, distribute, evaluate, and encourage effective use of curriculum materials, equipment, and general supplies. Recommend appropriate curriculum and provide for supplemental materials as needed to meet the needs and expectations of families;
7. Coordinate and lead Church School worship;
8. Plan and lead special Church School programs (Christmas Pageant, etc.), and assist with the Family Christmas Eve Service.
9. Coordinate and plan recognition events for milestones in the life of children in Church School such as birthdays, school achievements and advancements.
10. Provide assistance and support as needed to the Priest in Charge in the monthly Children’s Chapel program.
11. The Director of Christian Education will meet with the Priest in Charge once a month.

1 A Christian Education Committee will be formed when deemed appropriate and necessary by the Priest in Charge, the Director of Christian Education and the Wardens and will be chaired by a parishioner. The Christian Education Director will be the Ex Officio of the Committee.
12. Church School will meet from the 1\textsuperscript{st} Sunday after Labor Day through the 2\textsuperscript{nd} Sunday in June.

**Other Duties and Responsibilities**

1. Keep the congregation informed of Christian Education activities and promote Christian Education in Church communications.
2. When a Christian Education Committee is formed, the Director of Christian Education will meet with the Christian Education Committee on a monthly basis.
3. Coordinate with the Priest in Charge and the Christian Education Committee Christian Education plans, themes and special activities.
4. Inform the Priest in Charge of the pastoral needs that arise, or are made known, through Christian Education settings.
5. Plan and oversee the Christian Education budget.
6. Keep abreast of the latest trends, methods and materials available in the field of Christian Education and bring them to the attention of the committee and teachers.
7. With the approval of funds from the Vestry, participate in and contribute to the teaching ministry of the wider church through conferences, workshops.
8. Provide support for Christian Education in the home.

**Anyone interested can contact:**

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