

**Raleigh Moravian Church  
Director of Christian Education  
Job Description**

**A. Purpose of the Position**

The Director of Christian Education (DCE) at Raleigh Moravian Church will lead the planning and execution of Christian education programs through work with the pastor(s) and the Discipleship Group. The primary charge of this position is to provide meaningful educational programs such that all members of the congregation can better understand God's will for the church and their own lives, feel supported in their growth in Christ, and use their own gifts in service to others.

**B. Key Responsibilities**

- 1) Program development, implementation, and evaluation
  - a. Working with the pastor(s) and the Discipleship Group in the evaluation of present teaching methods
  - b. Planning for short- and long-range educational programs that will provide opportunities for increased participation of all ages
  - c. Implementing educational programs with support from the pastor(s) and the Discipleship Group
  
- 2) Church school duties (in coordination with Sunday School superintendent(s))
  - a. Maintaining, encouraging, and developing new classes that meet congregational needs
  - b. Recommending curricula (reviewing resources, choosing curricula, ordering materials, serving as resource person)
  - c. Recruiting, training, and supporting teachers
  - d. Developing and administering operational budget
  - e. Tracking attendance
  - f. Submitting year-end report for Church Council
  
- 3) Assist designated church leadership with the supervision and/or coordination of:
  - a. Children's church/Worship Bags
  - b. Children's message
  - c. Confirmation classes
  - d. Retreats and seasonal programs, e.g., Advent, Lent, church picnics, community outreach events, fellowship dinners
  - e. Vacation Bible School
  
- 4) Coordination of Christian education resources
  - a. Assessing needs on a routine basis
  - b. Recommending and organizing materials, e.g., cleaning and maintaining supply closet, maintaining library
  - c. Recommending curricula for other ministries, e.g. women's Bible study, small group experiences
  
- 5) Coordination and liaison with Raleigh Moravian Preschool
  - a. Working with Preschool Director to handle weekly chapel during the preschool year
  - b. Attending Preschool events to build relationships with Preschool families
  - c. Assisting with Preschool Christmas and Graduation programs

- d. Writing Preschool Newsletter articles as requested
- 6) Promotion of programs of the Southern Province
  - a. Teacher training events
  - b. Planning and leadership in provincial programs and other professional and/or community organizations related to Christian Education, e.g., camps, other churches
  - c. Promotion of Laurel Ridge events
  - d. Service of one (1) week in the provincial camping ministry at Laurel Ridge

**C. Terms of Employment**

- 1) The DCE is employed by the Church Board and shall work under the supervision of the pastor in cooperation with the Discipleship Group.
- 2) Employment shall be considered part-time. Exact hours, salary and benefits are determined by the Church Board. Other benefits may include the following:
  - a. Insurance and annuity
  - b. Retirement benefits
  - c. Personal leave (sick /vacation)
  - d. Continuing education opportunities

**D. Performance Evaluation**

- 1) Job performance will be reviewed quarterly the first year and annually after that by the Personnel Committee.
- 2) An annual review will be conducted by the Personnel Committee to clarify expectations, affirm accomplishments, set short and long range goals, and plan for ways to improve and strengthen job performance. The date for the annual review will be determined by the Personnel Committee.
- 3) On-going feedback will be provided by the Discipleship Group.

**E. Minimum Position Requirements**

- 1) Bachelor's degree,
- 2) References,
- 3) Background check, and
- 4) Openness to Moravian theology, traditions, and practices.
- 5) Three (3) to five (5) years of Christian Education experience preferred