



## **Believers Temple Word Fellowship Church Position Description**

**Division** Ministry of Helps

**Position Title** **Director/Assistant, Christian Education (Volunteer Position)**

### **Position Summary**

Under the general direction of the Ministry of Helps Administrator and Assistant Administrator, the Director is responsible for partnering with the assigned MOH facilitator to ensure that the ministry operates efficiently and effectively; and promotes the overall vision, mission and values of Believers Temple Word Fellowship Church. The Director of Christian Education is responsible for developing, implementing, and administering educational programming initiatives that lead toward the spiritual growth and development of the children, youth and adult populations of Believers Temple Word Fellowship Church.

### **Essential Duties and Responsibilities**

1. Plan, coordinate and oversee all Christian Educational programming for all age demographics within the church
2. Coordinate the recruitment, training and support of teachers and ministry volunteers
3. Develop and implement special Christian Education programs (e.g., Communion Education, New Believer Education, Vacation Bible School, etc)
4. Evaluate and recommend curriculum for Christian Education programs
5. Coordinate the use of classroom space for educational programming uses
6. Maintain a resource center for teaching resources and educational supplies
7. Communicate and publicize educational programs and events to the congregation and the larger community served by the church
8. Develop/Implement BTWF's child protection policies
9. Prepare and administer an educational program budget/calendar
10. Serve as a resource and ministry service partner for other ministries within the church
11. Performs other ministry duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of curriculum development and implementation
- Critical thinking and problem solving skills
- Ability to develop and measure learning outcomes
- Ability to multi-task, managing several complex projects at once
- Sound judgment and the ability to manage confidentiality
- Ability to serve as part of a team, and learn new skills
- Dependability/accessibility
- Experience managing staff/resources
- Excellent administrative skills
- Customer service focus
- Working knowledge of Microsoft Word, Excel, PowerPoint , Outlook and Internet Explorer
- Excellent communication and organizational skills