

Sample Position Description

TITLE: Director for Christian Education

REPORTS TO: Priest

POSITION SUMMARY

The Director for Christian Education (DCE) administrates (designs, develops, directs and evaluates) a total congregational education program and provides leadership to assist the congregation in building a solid foundation for Christian living, spirituality, ministry and outreach. The DCE supervises the volunteer staff of teachers and assistants.

PRINCIPAL ACCOUNTABILITIES

1. Designs Christian education programs which support lifelong learning and conform to the teachings of the Episcopal church, parish needs, and contemporary culture.
 - a. Conducts needs assessments in the congregation.
 - b. Integrates insights from current Christian education literature into program planning.
 - c. Develops goals, objectives and strategies for the total religious education program.
 - d. Articulates a vision/direction for the congregation's Christian education program.
2. Develops a coordinated approach toward total parish religious education; i.e., faith development through Christian education on all levels.
 - a. Designs educational programs which meet the needs of the congregation.
 - b. Recruits, trains, supervises and evaluates teachers and assistants.
 - c. Maintains relationship with Priest, other staff members, Education Committee, confirmation staff, and diocesan Christian education committees.
 - d. Is responsible for the maintenance of the parish library.
3. Directs the implementation and on-going management of the congregation's total Christian education program.
 - a. Identifies and enables leadership within the congregation to take responsibility for program components.
 - b. Adjusts program components (space, time, materials, human and physical resources) as needed.
 - c. Creates and monitors a budget for the operation of programs.
 - d. Obtains resources (audiovisual, textbooks, library, musical) which complement the religious education efforts in the congregation.
 - e. Communicates with participants, parents, and the congregation at large to keep them informed of Christian education efforts.
4. Evaluates the Christian education programs of the congregation in relation to the goals, objectives and strategies.
 - a. Conducts program evaluation at all levels.
 - b. Collates evaluation information and gives feedback to appropriate groups or persons.
 - c. Adjusts Christian education programs in relation to congregational feedback and current professional literature.
 - d. Meets with Priest to elicit further information regarding evaluation and future planning.

QUALIFICATIONS

1. Active member of an Episcopal congregation.
 2. Education, training and/or experience in theology, [church history](#), [Scripture](#), program development, education, administration and management, and communications.
 3. Excellent communication skills (verbal and written).
 4. Three years teaching experience and one year of paid administrative experience.
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ADDENDUM

The following is a list of programs for which a Director for Christian Education could be responsible. Depending on the size of the parish, no single individual could be expected to administrate all of these programs.

- Elementary education
 - High school/youth religious education program
 - Parochial school
 - Early childhood programs
 - First communion program
 - Vacation Bible School
 - Adult education program
 - Confirmation ministry program
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NOTES: This is only a sample of a generic position description. The Vestry or Staff Support Committee should tailor the position description to fit the specific needs of the congregation.

Regarding the qualifications, there are many DCEs across the church serving faithfully and capably without degrees or special training. This higher standard of qualifications is given with the idea that it is easier to scale down a position description from a sample than to add responsibilities or qualifications.