

Davidson United Methodist Church
P.O. Box 718
233 South Main Street
Davidson, NC 28036

POSITION DESCRIPTION: Minister of Education and Children and Family Ministry
Date Prepared: 1/17/2020 Date Approved by SPRC:

STATUS: Full-time, Salaried. [scaled based on connection, status and experience])

HOURS: 40 Hours a week (Typically Sunday- Thursday)

BENEFITS: In accordance with WNC Conference guidelines

General Purpose of Position:

To serve as a leader for education from birth through adulthood at Davidson United Methodist Church. This will be accomplished with direct hands on leadership, teaching and empowerment of members to seek Jesus Christ through faith-based education. Minister will also oversee Children and Family Ministry and Youth departments.

Organizational Relationship and Supervision:

The Minister of Education and Children and Family Ministry reports to the Senior Pastor for spiritual and ministry guidance. The Senior Pastor in cooperation with Staff Parish Relation Committee, provides an annual evaluation of the Minister's performance.

Key Tasks and Responsibilities:

- Oversee, coordinate, and equip leaders through the elected lay leadership councils / committees in the areas of Education and Adult Faith formation.
- Oversee faith formation council and small group ministry for Adults
- Oversee and develop new Children and Family ministry offerings
- Oversee and support Youth education department and Youth Council
- Serve as a contact person for all Education and Children and Family ministry groups
- Plan budget for Education, Children and Family Ministry, and Youth department in coordination with department staff.
- Periodically provide leadership (e.g. presiding, preaching, etc.) for various worship services and other services such as funerals, weddings, or other Davidson UMC events.
- Serve alongside with other clergy/ senior staff, planning, and visioning for DUMC. Coordinate class offerings with age-level ministries.
- Oversee development of Cornerstone classes, Small groups (ongoing, no ending), Bible studies, Programs/ Events, Spiritual Formation, Sunday school classes, Women's and Men's Ministry.
- Willing to take on other duties as required or assigned.

Qualifications and Aptitudes:

- Must embrace United Methodist doctrine and theology
- Master of Divinity or Christian Education preferred
- An Elder in Full Connection with the WNC shall be the ideal candidate. Consideration will be given for any of the following categories of connection: Elder or Deacon in Full Connection (FE,

FD), Provisional Elder or Provisional Deacon (PE, PD), Full or Provisional Member of Another Annual Conference (OA, OD, OE), or Licensed Local Pastor (FL)

- Three to Five years of relevant experience is preferred, to include proficiency in sermon development and delivery.
- Must have proven track record of effective staff management and collaboration.
- Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement Education and Family programs within the parameters of the United Methodist Church. (i.e. must have proven project management skills and be able to effectively lead staff for an excellent program output.
- Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
- Must possess a proven ability to work effectively with staff of all levels, diverse individuals, individuals of all ages and teams of volunteers.
- Must possess capability to use church membership management software to do reporting, extract data and enter updates.
- Proficiency in MS Word, Excel, PowerPoint and Publisher