



First United Methodist Church

600 State Street
Salem, Oregon 97301

Phone: 503-364-6709
Tax ID # 93-0395575

The First United Methodist Church is on the National Register of Historic Places and is the tallest building in Salem. Our sanctuary on the corner of Church and State Streets has a long history in Salem's faith community. The church is changing to both accommodate current conditions and future spiritual needs of the community. The First United Methodist Church is a part of the Open Doors Churches of Salem (an organization of United Methodist Churches in Salem-Keizer area). Open Door Churches is the employer of the pastors that serve the United Methodist Churches in this area.

Job Title: Director of Christian Education
Job Type: Part Time – Permanent
Salary: \$20,000/year
Location: Salem, Oregon

The Director of Christian Education provides leadership to the Christian Education Committee, oversight of Nursery and Childcare staff, leadership to the Preschool through Fifth Grade Family Ministry, and participates in the Church staff and administration. The position involves leading through delegation of responsibilities.

Some of what you'll do (see attached position description):

- Recruit, train, and encourage leaders, teachers, and other volunteers
- Work with the Chair of the Christian Education Committee to provide oversight of adult, and child Christian Education.
- Review, recommend, and order curriculum
- Oversee the implementation of the Godly Play curriculum
- Oversee the volunteer staffing and running of the Sunday Morning program
- Coordinate, assist, and communicate with the Adult Christian Education class leaders
- Supervise Childcare Coordinator
- Oversee all FUMC related childcare opportunities and staff
- Oversee the hiring, screening, and training of staff and volunteers
- Support young families in their planning and communications of family ministry programming
- Support young families in their planning of Sunday morning and evening church school classes
- Seek to engage children and their families in worship
- Develop and supervise the annual Christian Education and Family Ministry budgets
- Develop and implement a consistent communication plan with families and church, including use of social media

- Attend the monthly Christian Education Committee Meeting, weekly staff meeting, and a regular planning/supervision time with the Open Door Churches pastor.

The responsibilities during the COVID-19 pandemic:

The primary responsibilities during the time of distance worship will be to coordinate with staff and First Church committees to support the Open Doors ministers in the on-line ministry. Close work with Worship committees will be necessary to ensure ongoing opportunities are maintained and new opportunities are explored and made available. The applicant must be willing to work off-site during the pandemic and have sufficient internet capacity to do so.

Qualifications: Education and experience in Christian Education is critical for this position.

Required: Experience in leading a Christian Education Program in a church setting.

Desired: A bachelor's degree in Christian Education or a closely related field of study.

What we are looking for:

- A team player who can work with lay leaders, staff and pastoral staff to provide a quality Christian educational offering.
- A person capable of coping with a changing situation concerning group gatherings and distance learning.
- Familiarity with the "Godly Play" curriculum.
- The ability to ensure the care and safety of children is provided.
- The skills and proven ability to communicate with a wide variety of people about the Christian education needs and opportunities available.

We're looking for evidence that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who'll be selected for the next step in our process.

Please Provide:

1. A letter of interest describing your education, training, and experience with Christian Education.
2. A transcript of your higher education
3. An expression of availability
4. Names and contact Information of two or three references.