



Christian Education Director Job Description:
This position is open to both non-clergy and clergy

JOB TITLE Christian Education Director	NAME OF PERSON CURRENTLY FILLING POSITION Becoming vacant due to departure	CLERGY or <input checked="" type="checkbox"/> NON-CLERGY
HIRE DATE X	<input checked="" type="checkbox"/> part-time: 10-14 hours <input type="checkbox"/> full-time	UPDATED: 7-30-25
REPORTS TO Name: Rev. Hannah Grimm immediately. Rev. John Romig Title: Associate Pastor		
VACATION/YEAR Per employee handbook	SALARY or HOURLY: Hourly – time sheet	Rate as of: Negotiable
PURPOSE: The Christian Education Director oversees GRCC’s ministry to youth and their families as a part of the GRCC ministry team.		
ESSENTIAL DUTIES Under the direction of the Senior Pastor, the Christian Education Director will work with clergy, staff and church leadership to plan, resource, implement and coordinate the following: <ul style="list-style-type: none"> a. Provide program direction (planning, organization and implementation) for Sunday School pre-K through 12th grade. <ul style="list-style-type: none"> a. Youth Group responsibilities are directly coordinated by the associate pastor. b. Support and administrate GRCC’s Christian Education (aka Sunday School) Team including the Nursery Director. <ul style="list-style-type: none"> a. Recruit of Sunday school teachers and provide opportunities for teacher training. b. Work closely with pastoral staff and volunteer Sunday school team for curriculum & programming. c. Facilitate communication with children and families involved in youth ministry using current and relevant multi-media channels and or via Text in Church or other means as approved. <ul style="list-style-type: none"> a. Promoting and marketing of youth ministry activities to current and visiting youth and families d. Support & administrate the Nursery Director and Sunday school teachers during worship services. e. Coordinate with pastoral staff for special Sundays which include youth and teacher recognition. f. Creatively and collaboratively support and plan with the Worship Team involving youth. g. Coordinate with staff on special youth ministry opportunities such as GRCC’s Music Camp or community Vacation Bible School. h. Attend church board and cabinet meetings as needed or upon request and provide written monthly report. i. Participate in Sunday morning worship leadership as needed. j. Attend continuing education opportunities; including staying knowledgeable of current trends in youth and family culture locally and in the larger church. 		
Additional Responsibilities & Description: <ul style="list-style-type: none"> a. Coordinate with pastoral staff, youth group leaders and members to edify and support Genesis age youth groups: Genesis (grades 3-5). Chi Rho and CYF that are led by the Associate Pastor. b. Encourage and affirm youth on their activities both inside and outside the church. c. Strive to create and maintain a culture in which youth and families see church holistically, elements including worship, education, fellowship, service, and intergenerational relationships. 		

- d. Observe the needs of youth and families in the church and community and work with them to develop programs/groups as needed.
- e. Provide leadership for any additional events or programming that may be developed in the future (weekly basis as needed).
- f. Assist Associate Pastor in the planning of youth retreats and activities, including summer camps, mid-winters and general assemblies, with the District and Regional expressions of the Disciples of Christ and the Canal Winchester & Lithopolis Ministerial Association members.
- g. Look for opportunities to partner and foster relationships with ministry organizations both inside and outside the church.
- h. Update Church Windows with current youth demographics.
- i. Assist with the enforcement GRCC's Child Protection Policy.

MINIMUM REQUIREMENTS:

- a. Computer (Word, Excel, Internet savvy), and smart cell phone use.
- b. Work from home flexibility with at least two hours in office weekly and another 4 hours from 8:30-12:30 or as needed on Sundays.
- c. Total hours can be flexed from week to week knowing that there will be greater time needs required during certain seasons of the church. All flex time is approved by the Senior. Pastor.
 - a. Additional Sunday's can be taken off but may not be paid.
- d. Degree and or experience in education, teaching or Sunday school administration preferred.
- e. Creative & outgoing personality to work with kids of all ages, volunteers and parents in a fun and up-lifting manner.
- f. Must be able to pass all background checks.

I have reviewed and determined that this job description accurately reflects the position.

Sr. Pastor or Personnel Rep signature Date

Employee signature Date

Applicants should send a cover letter and resume to Rev. John Romig: jromig@genderroadcc.com. Applications will be received through Aug. 10 or until successful candidate is hired. Questions about the position should be emailed to: secretary@genderroadcc.com or see Pastor John or Pastor Hannah.

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