

## **POSITION DESCRIPTION**

### **CHRISTIAN EDUCATION DIRECTOR**

- Volunteer leadership position appointed by the Pastor

#### **General Duties and Responsibilities:**

1. Develop and coordinate all class curriculums throughout BOLCC.
2. Recommends and creates new courses and auxiliaries as needed.
3. Assists with identifying classroom space.
4. Establishes and attends monthly meetings with the Christian Education Staff and quarterly meetings with teachers to keep them informed about various administrative changes, to solicit ideas for improvement and to ensure the goals and objective are being achieved.
5. Monitors curriculum and process at various times and evaluates teachers.
6. Prepares and submits projected budget of operating expenses
7. Support, develop and evaluate Christian Education Ministry leaders.
8. Submits program evaluation results to Administration.

#### **Special Requirements:**

- High School Diploma
- Good organizational skills required.
- Good written and verbal communication skills required.
- Strong interpersonal skills needed.
- Must attend regular scheduled meetings.
- Be prepared to serve in the absence of a leader.
- Must be willing to set aside designated time to pray for the Christian Education Ministry and its staff.
- Motivational gift of leader and teacher recommended.
- A genuine desire to see Christians living according to the Word of God is necessary.
- Must be interested in developing and maturing Christian character within the life of believers.

Reports to: Administration and Ministerial Advisor