

# **JOB DESCRIPTION—MINISTER OF EDUCATION**

The minister of education is responsible to the pastor for providing staff leadership to the entire church educational program.

## **Responsibilities**

1. Determine the purpose of and the organizational structure for each educational organization, program, ministry, or emphasis. Examples include Sunday School, Discipleship Training, missions education, small-group studies, Vacation Bible School, church media, etc.
2. Use or establish a key lay leadership organization or organizations to plan, coordinate, and evaluate the effectiveness of the various educational ministries. These lay leader organizations may include Church Council, Sunday School Council, Discipleship Training Council, Missions Education Council, educational leadership/development team, lead teams to manage individual programs, etc.
3. Believing that every Christian is gifted and those gifts are to build up the body of Christ, the church, seek to enlist and train people to serve God, using their giftedness, in various areas of educational ministry. This might mean using a nominating committee or other standing committee. It might mean that the staff will enlist leaders, or it could mean that a separate leadership enlistment team is established to manage the enlistment process for the various educational ministries.
4. Develop special training opportunities for educational leaders including all age-group leaders serving in various educational ministries. These annual training sessions might include Vacation Bible School training, outreach/evangelism training, teaching-learning training, etc.
5. Develop the appropriate budgets to ensure the physical and financial resources for developing and expanding Christian educational ministries.
6. Lead the church to evaluate and select the most appropriate curriculum for each of the educational ministries.
7. Serve on the Church Council or leadership team.
8. Help plan, coordinate, conduct, and evaluate the worship services as requested.
9. Supervise appropriate church staff members, such as age-group staff, office staff, custodial staff, etc., as assigned by the pastor and/or church.
10. Join in a network of other professional educators to continue to enhance your personal and professional development in Christian education.