



JOB DESCRIPTION – Children’s Education Director

Position Overview

This position will have primary leadership in directing Sunday morning children’s ministry at Greensburg United Methodist Church. The Children’s Education Director (CED) will provide a foundation for lifelong Christianity for children and their families.

Position Goals

Primary Goals

- Equip the youth to live out their faith beyond the church walls.
- Direct a Sunday school program for ages birth to 6th grade that will help form children into disciples of Jesus Christ.
- Recruit Sunday school teachers and select a curriculum that will grow our children’s ministry.
- Train teachers and leaders for Sunday morning to create the best learning environment.
- Collaborate with other staff (meets once a month during the day) and Christian Education Team (meets once a month in the evening) to enhance our children’s ministry and align it with the mission and vision of Greensburg UMC.

Secondary Goals

- Maintain a good working relationship with staff, volunteers, and families attending.
- Handle and resolve recurring problems.

Reporting Relationship

- Reports to: Senior Pastor

Skill Set/Education Requirements

- Ability to create and develop new ideas to vitalize the children’s Sunday morning spiritual development.
- Ability to manage multiple tasks and projects simultaneously.
- Excellent attention to detail, organization, and priority management is essential.
- Possess excellent written and verbal communication skills.

Hours

Part time, 10 hours per week, with the expectation of being present and available during Sunday morning worship and Sunday School. Hours beyond Sunday morning are flexible. Position is hourly.

Please send a cover letter expressing your interest and qualifications, your resume, and 3 references to
jobs@greensburgumc.net

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