



## **First United Methodist Church of Arroyo Grande**

### **Job Description**

**Title:** Adult Christian Education Director

**Purpose:** To Coordinate and oversee all education activities

**Reports to:** Church Pastor and Staff Parish

### **Responsibilities and Duties:**

- To help in the local church's plan for adult ministries.
- To assess the needs of adults in the church and community.
- To Coordinate a comprehensive plan for adult ministries.

### **Specific Responsibilities:**

- To review the church's present ministry for adults.
- To learn from church and community leaders, as well as other adults, their hopes for the future adult ministries.
- To suggest and implement new ideas for adult ministries.
- To recruit, develop and implement training for adult Christian education teachers.
- To work to provide an inclusive and well-coordinated adult program.
- To attend meetings of the Green Umbrella.
- To set goals, evaluate and make progress reports; submit budget needs for approval to the Green Umbrella.

### **Special Abilities Needed:**

- Director must have good communication (both verbal and written) and organizational skills.
- A growing knowledge and profession of the Christian faith.
- Must have time to carry out responsibilities and an openness to learn.
- Must work in cooperation with other church groups and their leaders will be required.
- Experience or background with coordinating and/or developing activities or educational programs is necessary.
- Teaching experience desired.
- Position is accountable to Pastor and Staff Parish Relations Committee.
- Membership in the UMC is a must.
- Ability to work 10 hours per week. Salary \$600. per month – year round