

Minister of Education and Administration

Job Classification: Ministerial Staff

Position Reports to: The Pastor

Position Type: Full-time

Work Hours per Week: 40+

Minimum Education Required: College Degree

Eligible for Benefits: Yes

Qualifications/Experience Preferred: Ten Years of Christian Ministry experience, a seminary masters degree, background in youth ministry or supervision of youth ministry, and background in administration.

Salary: Amount approved in budget. Additionally, a mobile phone plan is provided, and health and retirement benefits.

The Minister has the responsibility to help us fulfill this value in the following three areas.

Create Adult Discipleship Opportunities

The Minister will demonstrate a commitment to the discipleship that Jesus calls us to, and will develop opportunities that mobilize our adults to become better disciples.

Supervise the Leaders for Children and Youth Discipleship Programs

The Minister will supervise the children’s ministry leadership and youth ministry leadership as they arrange the volunteers, resources, and promotion for activities that develop young disciples. The Minister will provide the accountability, encouragement, and mentorship these leaders need, will direct them to resources and training for their development, and will fill vacancies in these positions when they arise (in keeping with the established procedures of the church).

Administer the Resources of the Church

The Minister will be responsible for the church’s financial and material resources, by supervising paid and volunteer personnel as needed to accomplish these things.

Date Position Approved: _____

Date Position Posted: _____

Apply to: _____
