

**FIRST CHRISTIAN CHURCH**  
**JOB DESCRIPTION**  
**ASSOCIATE MINISTER/DIRECTOR OF CHRISTIAN EDUCATION**

**JOB TITLE:** Associate Minister/Director of Christian Education

**SUPERVISION:** The Associate Minister/Director of Christian Education is supervised by the Senior Minister and answerable to the Personnel Committee of the church.

**GENERAL DESCRIPTION:**

The Associate Minister/Director of Christian Education is an integral part of the congregation's ministry, providing specific leadership in pastoral care and oversight of the several educational ministries of the church.

It is expected that this person will:

1. reflect a theological understanding which is compatible with that of the congregation and the Christian Church (Disciples of Christ);
2. initiate programs which serve to educate persons in faith issues, spiritual growth, biblical awareness, the application of faith in life, and other areas as deemed appropriate.
3. reflect and model a Christian life-style.
4. be aware of and make him/herself available to programs of continuing education designed to enhance overall effectiveness in those aspects of church life in which they have specific responsibilities.
5. participate in programs and events within the wider church context, attending regional and national events as deemed appropriate.
6. adhere to the ethical guidelines for ministers as outlined by the Region of Oklahoma and the Christian Church (Disciples of Christ) worldwide.
7. attend to the care of his or her own spiritual, physical and emotional needs so that a healthy balance is struck between personal and congregational needs.

**AREAS OF RESPONSIBILITIES:**

**A. General Administrative:**

1. Is the chairman of the Disciple Development Department; a non-voting member of the Official Board Executive Committee and a non-voting member of the Elders, the Administration Department and the Trustees.
2. Assume supervision for the persons serving as Nursery Coordinator, Director of Youth Ministries and the Director of Children's Ministries.
3. Meet weekly with the ministerial staff.
4. Meet monthly with the entire staff.
5. Meet with the Official Board Executive Committee and other boards and committees as deemed necessary and appropriate and in agreement with the Senior Minister.
6. Oversee financial matters with regard to funding and budgeting for the various educational ministries of the church.

**B. Worship Leadership:**

1. In partnership with the Senior Minister, give leadership in the congregation's regular and special worship services. Fill the pulpit as directed by the Senior Minister.
2. Provide resources for and assist in the planning of special worship events as directed by the Senior Minister.
3. Offer public prayer and/or meditations for church functions as requested.
4. Encourage, using various means and resources, the development of personal and corporate spiritual discipline and growth.

**C. Departmental Administration:**

1. Serve as the Staff Chairperson of the Disciple Development Department, providing leadership and support to the various coordinators within the department and meeting on a regularly scheduled basis to coordinate the activities of that department with those of Worship and Welcome, Administrative, Elders and Trustees.
2. Serve as a non-voting member of the Official Board Executive Committee, providing support and leadership when deemed appropriate.
3. Provide oversight of and support for the Shepherding Coordinator and leadership within the various shepherding program of the church; assist in securing or providing resources for the programs and the training of volunteers within the programs in that area of ministry.
4. Provide oversight of and support for the Outreach Coordinator; assist in finding resources for the programs and providing training of the volunteers in that area of ministry within the congregation..
5. Recruit leadership for and assist in planning and staffing the ministry of Wednesday Night Fellowship; offer general oversight for the various aspects of that ministry as described in the Opportunities for Services document.
6. In conjunction with the elected leadership of the Disciples Women/Christian Women's Fellowship, offer support for the various aspects of that ministry within the congregation.
7. In conjunction with the elected leadership of the Disciples Men/ Christian Men's Fellowship, offer support for the various aspects of that ministry within the congregation.
8. Give oversight and support to the Director of Youth Ministries; attend meetings and events associated with the ministry to youth within the congregation and assist, where deemed appropriate, to provide materials, resources and leadership in the various activities associated with the congregation's ministry to youth.
9. Give oversight and support to the Director of Children's Ministries; assist, where deemed appropriate, with the recruitment and training of teachers and leaders for the various programs associated with the ministry to children as outlined in the Opportunities for Service document.
10. In cooperation with the various adult Sunday School classes and the Director of Children's Ministries, provide general oversight in the selection of educational materials for all Sunday School classes.

11. Provide resources and leadership for other Christian Education events and classes such as membership, bible study, discipleship and other classes as deemed necessary to enhance the spiritual growth and development of adults, youth and children within the congregation.
12. Serve as the congregational staff liaison to the Chaplains' Group relating to United Ministry to Oklahoma State University.
13. Attend programs of the Regional and General Manifestations of the Christian Church (Disciples of Christ) where deemed appropriate.
14. Provide leadership for at least one church camp per year.
15. Assist in leadership of mission trips for various groups within the congregation where deemed appropriate.

**D. Pastoral Care**

1. In cooperation with the Senior Minister, participate in a visitation program to the homebound, hospitalized and others with special needs.
2. Officiate at weddings and funerals as requested by members and friends of the congregation and in cooperation with the Senior Minister.
3. Provide individual, marriage, family and special needs counseling for members of the congregation and as needed for the wider community.

**E. Other Areas**

1. Participate in regional and general ministries of the Christian Church (Disciples of Christ) and in ecumenical organizations where deemed appropriate for modeling cooperation among various denominations, sects and religious expressions.
2. Spend time in regular study, prayer and meditation and attend continuing education opportunities to be intellectually and spiritually prepared to lead in a dynamic congregation.
3. Offer foundation courses in church membership, history and polity of the Christian Church (Disciples of Christ) in order to fully integrate new believers into the life and work of the Christian Church locally and globally.
4. Do pulpit supply, special preaching missions, revivals and other special events as deemed necessary and appropriate in consultation with the Senior Minister and the Worship and Welcome Department.
5. Attend to personal health and well-being by taking regularly scheduled time apart from the work of the congregation, modeling a balanced life-style of work, rest, recreation and spiritual discipline.

**QUALIFICATIONS:**

**A. Education**

1. An ordained minister with standing in the Christian Church (Disciples of Christ) with a Masters of Divinity Degree or its equivalent.

**B. Experience**

1. Some experience in church leadership as a professional or as a lay person.

**HOURS:** 40 hours per week.

**PAY SCALE:** The pay for this position is competitive within the marketplace.

