
First United Methodist Church of Westborough

Job Description: Director of Christian Education

Position: Director of Christian Education (DCE)

Reports to: Senior Pastor

Hours: 20 hours per week, including Sundays and some evenings

Start Date: [To be determined]

Position Summary

The Director of Christian Education (DCE) provides vision, leadership, and coordination for the Christian education programs of First United Methodist Church of Westborough (FUMC). The DCE works in partnership with the pastor, staff, ministry teams, and volunteers to nurture the spiritual growth of children, youth, and families, guiding them to develop a living faith in Jesus Christ and a strong connection to the life of the church.

Key Responsibilities

Program Leadership & Development

- Oversee and be present for all Christian education programs for children and youth, including Sunday School (Faith Formations), Youth Group, Children's Message during worship services, and Vacation Bible School ensuring alignment with the mission and values of FUMC.
- Select or develop age-appropriate, engaging curricula that inspire a love for God and Christian community.
- Serve as a liaison to the preschool.
- Plan and collaborate on annual events such as Easter Egg Hunt, Breakfast with Santa, Children's Christmas Pageant, and Trunk or Treat.
- Encourage ministry opportunities that build relationships across all age groups.
- Support and/or participate in youth outreach programs to the community.

Volunteer Development

- Develop a volunteer Children & Families Ministry Team to set goals, evaluate programs, and ensure their ongoing vitality.

- Recruit, train, and support Sunday School teachers, nursery staff, and youth ministry volunteers.
- Empower volunteers to lead confidently while fostering teamwork and spiritual growth.

Youth & Family Engagement

- Plan and lead youth group activities, retreats, and special events offering spiritual guidance and mentorship.
- With the Pastor, lead Confirmation, and Communion classes.
- Partner with parents to equip families as the primary nurturers of faith in their children's lives.

Administration & Communication

- Organize teaching schedules, classroom space, curriculum, and supplies.
- Maintain clear communication with teachers, ministry teams, and church leadership.
- Assist with preparing and managing the annual Christian Education budget.
- Ensure Safe Sanctuary policies are implemented in all ministries involving children and youth.

Schedule:

- Position is present on Sunday mornings and Sunday evenings during the program year (September 1 – June 30) to oversee all youth and children's programming.
- Due to the nature of the church calendar, it is expected that time off will be taken during low programming times of year.
- While this position is year-round, a more flexible schedule is allowable during summer months.

Qualifications

- A sincere Christian faith and a commitment to the theology and practices of the United Methodist Church.
- Formal training or education in Christian Education or Theology is preferred but not required.
- Experience working with children and youth in a church or educational setting.
- Strong leadership, communication, and organizational skills.
- Creativity, flexibility, and a positive, team-oriented spirit.
- Ability to inspire, support, and nurture both young people and volunteers.
- CORI background check required.

Compensation & Benefits

- Salary: Commensurate with experience and education.
- Paid vacation
- Opportunities for professional development and connection with district and conference ministries.

To Apply

Please submit a letter of interest and résumé to:

First United Methodist Church of Westborough
SPRC@firstumchurch.com
