

## **JOB DESCRIPTION**

Beneficent Congregational Church is a vibrant, progressive church in downtown Providence. We are rich in tradition and driven by a commitment to community service and social justice. Our congregation is racially, culturally, and socio-economically diverse and includes the full spectrum of sexual orientation and gender identity and expression. We believe we can best live into our mission as a Christ-centered church by embracing the beloved community within and around us.

### **POSITION TITLE: Director of Christian Education**

**SCOPE OF POSITION:** The Director of Christian Education (DCE) provides vision, planning, training, implementation, oversight and evaluation for the church's educational ministries for children, youth, young adults and adults. The DCE teaches youth and young adult classes and may teach adult classes as time and interest permit. The DCE serves as one of the church's three designated Safe-Space advocates. The DCE reports to the Senior Minister and works cooperatively with the staff team, the Christian Education Committee and the teachers to ensure that the tradition, history, and faith of Beneficent and the United Church of Christ are shared with children, youth, young adults, and adults.

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### **ESSENTIAL FUNCTIONS**

- Assist the Christian Education Committee in selecting curriculum and educational resources for children, youth, and adults, and procure them as needed, along with classroom supplies.
- Recruit, train and support teachers in lesson planning and classroom activities.
- Teach children, youth, and adult classes, with supplemental participation by ministers, teachers, or parents as needed.
- Provide a theologically relevant, family-friendly Children's Moment during weekly worship, with supplemental participation of teachers or other adults as needed.
- Advocate for the involvement of children and youth in worship, and provide training for worship leadership roles.
- Work collaboratively with the Ministers and the Minister of Music to plan, rehearse, and present an annual Christmas program and other youth-intensive worship services.
- Plan and provide age-appropriate supplemental educational activities and opportunities for community service, as time permits.
- Provide supervision and training of the staff and volunteers assigned to serve children and families in the church.

- Participate in the hiring of staff assigned to serve children and families in the church.
- Assist the Christian Education Committee in developing an annual Mission Funding and Spending Plan, and provide good stewardship of the Plan.
- Ensure implementation of the Beneficent Church Safe Space Policies and Procedures for the church's educational programs.
- Participate in weekly staff meetings and monthly Christian Education Committee meetings, and provide a report for the Annual Program Meeting in June.

## **QUALIFICATIONS AND CORE COMPETENCIES**

- Associate or Bachelor's degree in education, religion, or a related discipline.
- Experience working or volunteering with children and youth.
- Experience working or volunteering in a Christian congregational setting.
- Experience as a professional or volunteer educator.
- Spiritually grounded, with a strong faith; ability to articulate the value and content of a life of faith.
- Ability to relate to our diversity of ages, races, ethnicities, socio-economic circumstances, LGBTQIA+.
- Experience working with racial/ethnic churches or urban churches.
- Ability to work both as part of a team and independently, and to flex work hours responsively.
- CPR and basic first aid certification or willingness to be certified (at church's expense).
- Willingness to support the Beneficent Church mission and Relational Covenant, and to abide by the Beneficent Church Safe Space Policies and Procedures.
- Must pass a background check.

**POSITION DETAILS:** This is a full-time, benefitted position averaging 35- hours per week. Work hours are to align with the worship schedule, with additional hours determined in collaboration with the Senior Minister. Work hours may be flexed to accommodate seasonal demands. \$35-\$39/hour, depending on qualifications.

*Beneficent Church provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity and expression, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training or any other characteristic protected by federal, state, or local laws.*

**To apply, please email a resume to [beneficenthr@gmail.com](mailto:beneficenthr@gmail.com). Questions may also be addressed to [beneficenthr@gmail.com](mailto:beneficenthr@gmail.com).**