

# Minister of Education

## Principle Function:

The minister of education is responsible to the pastor for providing staff leadership to the entire church education and discipleship program. This involves assisting church program leaders in planning, conducting and evaluating a comprehensive ministry of Christian education and discipleship.

## Ministry Requirements and Responsibilities:

1. Lead the church in planning, conducting and evaluating a comprehensive program of Christian education and discipleship.
2. Serve as educational resource person and advisor to the leaders of all church programs and committees.
3. Work with the church Nominating Committee to select, enlist and train qualified leaders.
4. Coordinate the production of informational and public relation materials such as church website, publications and news releases.
5. Lead the church to be aware of the educational and discipleship curriculum available and to choose what is most suitable for them.
6. Assist the pastor in planning, conducting and evaluating congregational services as requested.
7. Serve on the Church Council.
8. Prepare and submit a church education budget. Plan and administer the investment and spending of the funds budgeted for the educational program.
9. Supervise appropriate church staff members.
10. Participate in associational, state and national denominational church education programs, conferences and activities of mutual interest and benefit.
11. Perform other duties as assigned by Senior Pastor.