

June 2016
Director of Religious Education
Ascension Episcopal Church, 2525 Seagler Road, Houston TX, 77584

We are looking for a follower of Jesus Christ with a passion for the Christian formation of children. The right candidate will support a comprehensive children's faith program with a primary focus on Sunday School. This position reports directly to the Rector.

Ministry

- Coach, develop, and recruit volunteer Sunday School teachers and other volunteers as needed.
- Oversee and schedule Sunday School. (preK to 5th grade – 10:20am to 11:30am)
- Provide pastoral support for volunteers.
- Support Children's Drama leader as needed.

Administration

- Maintain classroom resources.
- Write monthly newsletter articles.
- Choose a curriculum and adapt it as needed.
- Recruit and lead the Christian Education Committee.
- Use Facebook, church website, and Constant Contact to communicate with parents and parishioners.
- Train volunteers in Safeguarding God's Children and maintain training records.
- Attend weekly staff meeting.
- Submit budgetary needs annually for review by Finance Committee.
- Recruit, screen, train, supervise, and schedule caregivers for all worship services and any other times that child care is required. (You need not be present at every event.)

Special Events

The DRE will coordinate with the Parish Life Committee for special events throughout the year such as:

- Lenten programs
- Christmas Pageant
- Easter Egg hunt
- A "Happy Birthday Church" celebration on Pentecost Sunday
- Vacation Bible School in tandem with the current Kidventure program in the summer

Skills, Knowledge and Abilities

- Bachelor's degree is preferred.
- Requires working on Sunday mornings; remainder of schedule is flexible.
- Must be proficient with social media.
- Excellent written and verbal communications skills.
- Able to pass a background investigation and drug screening.
- Relates well and has prior experience working with young children and youth.
- Physical requirements include lifting and carrying objects weighing up to 25 pounds, climbing stairs, and walking activities.