

Minister of Education

Principal Function

The minister of education is responsible to the Church, supervised by the Pastor/Sr. Assoc. Pastor for providing staff leadership to the entire church educational program. This involves assisting church program leaders in planning, conducting and evaluating a comprehensive ministry of church education in support of the mission and objectives of the church.

Responsibilities

1. Serve as school principal.
2. Monitor and guide all aspects of the school operation.
3. Keep accurate, organized and updated records.
4. Lead the church in planning, conducting and evaluating a comprehensive program of Christian education.
5. Serve as educational resource person and advisor to the leaders of church program and service organizations.
6. Serve as educational resource person and advisor to the committees of the church as directed.
7. Work within the church process to select, enlist, and train qualified leaders.
8. Coordinate the production of informational and public relations materials, such as publications and news releases.
9. Develop special educational and training projects such as interschool activities, field trips, retreats and study seminars for various age groups within the congregation.
10. Lead the church to be aware of the educational and curriculum materials available and lead the church to choose the most suitable.
11. Order proper curriculum and maintain supply inventories.
12. Grade tests, check for cheaters, filing, answer flags, coordinate bathroom breaks, etc...
13. Prepare an estimated annual education budget and administer the approved budget.
14. Assist the Pastor/Sr. Assoc. Pastor in planning, conducting and evaluating congregational services as requested.
15. Ensure reasonable goals for students and provide Christian motivation.
16. Handle student transcripts.
17. Ensure proper discipline.
18. Supervise appropriate church staff members as assigned, such as age group directors, recreation leaders, education secretary, and custodian.
19. Cooperate with denominational leaders in promoting activities of mutual interest.
20. Keep informed on methods, materials, principals, procedures, promotion and administration as related to the education program.
21. Perform other duties as assigner by the Pastor/Sr. Associate Pastor.
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Directly or through delegation maintain adequate records on the administration and fiscal operation of the agency.

Each staff member shall conduct himself or herself in a manner that will teach by example the Christian way of life.