

**Calvary Church United Methodist**  
300 Massachusetts Avenue  
Arlington, Massachusetts 02474

**Job title:**

Director of Christian Education

**General Summary:**

Calvary Church United Methodist, a vibrant faith community located in the heart of Arlington, Massachusetts, seeks a talented and enthusiastic person to serve in the newly-formed part-time position of Director of Christian Education. Working under the supervision of Calvary Pastor, Rev. Dr. Cynthia Good, the Director of Christian Education will oversee all aspects of Christian education at Calvary with the missional goal of creating and curating a cohesive range of curricular offerings targeting the formational needs of all age groups, from preschoolers to adults. Calvary is a reconciling and affirming church where all are welcome; we encourage Christian individuals from any background to apply.

**Principal Duties & Responsibilities:**

The responsibilities of the Director of Christian Education will include, but are not limited to, the following activities:

- Design and/or adapt a cohesive Christian education curriculum that resonates with Calvary's diverse community of congregants.
- Collect, compile, and curate curricular materials tailored to the needs of specific age groups.
- Recruit, train, equip, and support church members to deploy this curriculum through venues such as Sunday school classes, Junior Church services, weekday Bible study, and other small group activities.
- Assist the Pastor in conducting youth confirmation classes and in developing or procuring curricular materials to support these classes.
- Devise and deploy a communication strategy for advertising Christian education activities at Calvary, enhancing participation in these activities, and soliciting feedback to foster a sense of shared ownership.
- Oversee all aspects of the week-long Vacation Bible School program held each August.
- Stay current on emerging methods and materials related to Christian education and periodically revise Calvary's Christian education curriculum to reflect current best practices.
- Identify "missing elements" in Calvary's approach to Christian education and propose ways to remediate these gaps.
- Convene a Christian Education committee and regularly attend committee meetings.
- Be present each Sunday to support the multiple Christian education activities that occur.
- Serve as the "point of first contact" for Christian education questions and/or needs raised by Calvary members or staff.
- Prepare an annual report on Christian education activities for church conference.
- Participate in annual reviews of job performance by the Staff Parish Relations Committee (SPRC) and attend other SPRC meetings on an as-needed basis.
- Abide by Calvary's "Safe Sanctuaries" policy to promote the safety and well-being of all.

**Qualities, Skills & Competencies Required:**

Applicants must be confirmed Christians with a commitment to spiritual growth and a theological background compatible with Methodist doctrine and theology but need not be members of the Methodist church. Other qualities, skills, and competencies include:

- Superior organizational, administrative, and supervisory skills
- Enthusiasm for teaching and learning
- Superb verbal, written, and electronic communication skills with people of all ages
- Acceptance and affirmation of people from diverse racial, cultural, gender identity, sexual orientation, family structure, and physical/mental ability backgrounds
- Warm, friendly, flexible, and approachable personality
- Receptivity to feedback
- Ability to work both independently and as part of a team

**Education, Experience & Qualifications:**

Applicants must have a Bachelor's degree in addition to **either**:

- a) A graduate degree in theological studies (e.g. master of divinity), **or**
- b) Three years of relevant work experience in Christian education or spiritual formation

**Working Conditions & Hours:**

The Director of Christian Education will devote 15 hours per week to fulfilling the duties outlined above, including a minimum of 3 hours (9am – 12pm) each Sunday. Other working hours and days are flexible and can be structured according to the mutual benefit of the Pastor and the Director of Christian Education. Thirty hours of paid vacation leave are included. The Director of Christian Education must be available to work for some portion of selected holy seasons (e.g. Christmas, Easter).

**About Calvary Church:**

Calvary Church United Methodist is dedicated to the life and teachings of Jesus Christ. Our church is active in the community and passionate about social justice. We are a reconciling church that welcomes and celebrates diversity in all its forms. Our current priorities for mission and ministry are as follows: Creating Engaging Worship, Housing the Homeless, Serving in Active Mission, and Connecting with One Another. We are a vibrant and growing faith community with sound financial footing and a deeply committed congregation. We are guided as Methodists by the Wesley Quadrilateral of Scripture, Tradition, Experience, and Reason. Located on Massachusetts Avenue one block from Spy Pond and the Minuteman Bikeway, our church is readily accessible by car, bus (MBTA routes 77, 79, and 350), bicycle, or foot. We are one mile from the Alewife MBTA station and 6 miles northwest of downtown Boston. More information about our church can be found on our website (<http://calvaryarlington.org/>), Facebook page (<https://www.facebook.com/calvaryma>), and Twitter feed (<https://twitter.com/calvaryma>).

**How to Apply:**

Interested individuals should send a resume, along with a cover letter describing your interest in the position, to Calvary SPRC Chair, Travis Baggett ([tpbaggett@gmail.com](mailto:tpbaggett@gmail.com)).