

# Minister of Education

## ***Principal Function:***

The Minister of Education is responsible to the [Senior] Pastor for assisting the Church educational ministry organizations in planning, conducting and evaluating comprehensive educational ministries.

## ***Responsibilities:***

1. Lead the Church in planning, conducting and evaluating a comprehensive ministry of Christian education.
2. Serve as educational resource person and advisor to the leaders of the following church ministry and service organizations; Sunday School, Discipleship Training, W.M.U., Men's Ministry, and Church Library Ministry. Coordinate and unify the various organizations to avoid conflict, duplications and overlapping.
3. Serve as coordinator, resource person and advisor to the committees and/ or ministry teams of the Church. Coordinate and unify the various committees and/or ministry teams to avoid conflict, duplications and overlapping.
4. Develop special training and education projects such as camps, retreats, and study seminars for various age groups within the congregation.
5. Lead the Church to be aware of the educational and curriculum materials available and lead the Church to choose the most suitable.
6. Guide in the selection, enlistment, training of workers.
7. Recommend suitable educational building space and equipment.
8. Develop and administer a Sunday School outreach ministry.
9. Maintain an adequate system of records.
10. Direct and promote weekly workers' meetings.
11. Give general direction to the week-day operation of the Church Office; supervise secretarial-clerical workers as assigned.
12. Formulate an annual budget in consultation with the leaders of the Church ministry and service organizations to be recommended to the Stewardship Committee.
13. Perform other duties as assigned by the [Senior] Pastor.