

**Position Title:** Minister of Christian Education

**Reports To:** Pastor  
For cooperative and effective ministry and relationships, this position is accountable to the Board of Christian Education, and meets regularly with the Pastor and the Board of CE.

**Basic Function:** Work collaboratively with the Pastor and the Board of Christian Education to design and implement a program of Christian formation for children and youth (birth through high school). Create and execute effective classes, programs, and activities through which children and youth experience God's love in Jesus Christ and their talents, skills, and spiritual gifts are nurtured and used to minister to others. Actively integrate the children and youth into all activities of church life with the goal of equipping them to lead and serve in the church both now and in the future.

**Responsibilities:**

1. Build caring pastoral relationships with children, youth, and their families.
2. Prepare and teach relevant engaging Christian education curriculum for 1<sup>st</sup> grade through 6<sup>th</sup> grade children during Sunday School.
3. Prepare and offer engaging "Children's worship" moments during Sunday morning worship (2-5 minute lessons).
4. Coordinate the Youth Ministry sponsors in planning and implementing regular meetings, service & social activities, and occasional retreats or conferences for youth grades 6-12.
5. Communicate effectively with children, youth, their families, and the wider church through monthly newsletters, emails, phone calls, Facebook, etc.
6. Coordinate, manage, and provide resources for special programs such as Vacation Bible School, Rally Sunday, Children's Sunday, and Christmas programs.
7. Recruit and equip adult leaders for the various Christian Education programs.
8. Restructure the current patterns for ministry with children and youth according to the vision in the "basic function" above.
9. Annually update, abide by, and be responsible for implementation of safe church policy.
10. Maintain office hours at the church for one weekly unit of 2-4 hours in addition to Sunday.
11. Other duties as assigned.

**Qualifications:**

1. A sense of call to minister with children and youth, and the ability to relate well to them, as well as to parents and other adults.
2. A theologically mature and vibrant personal commitment to Christ.
3. Willingness to work within the structures and core values of West Acton Baptist Church and ABC/USA.
4. Experience and demonstrated capacity in working with people of diverse cultural, economic and ethnic backgrounds.
5. Ability to lead and collaborate with teams of adult volunteers.
6. Prior experience with children and youth in church and/or community settings.
7. Capacity for handling administrative details.
8. Educational background in Christian Education, Youth Ministry, or theological studies (B.A., M. Div. or equivalent strongly preferred)

This is a part-time position of approximately 8 hours/week (with the potential to grow). Hourly rate \$20 - \$25, commensurate with qualifications and experience. Sick time and vacation time offered. No other benefits are included. This position is subject to Criminal Offender Record Information (CORI) background check as required by our safe church policy.

To apply, please email a cover letter and resume to [wabcadmin@verizon.net](mailto:wabcadmin@verizon.net) or mail to the following address:

West Acton Baptist Church  
592 Massachusetts Ave.  
Acton, MA 01720  
978-263-5902  
[www.westactonbaptistchurch.org](http://www.westactonbaptistchurch.org)