

**[Church Name]**  
**Minister of Education Job Description**

**Job Title:** Minister of Education

**Reports To:** Pastor

**Position Status:** Full-Time

**Purpose:**

The Minister of Education is responsible to the Pastor for the total educational church program in planning, conducting and evaluating a comprehensive Christian education ministry to achieve the mission of the church.

**Responsibilities:**

- Correlate all programs, plans and activities with the staff and church council.
- Maintain the church calendar of activities.
- Train and work closely with the Nominating Committee in selecting and enlisting qualified leaders for the educational program.
- Serve as resource and liaison person for committees related to the educational program.
- Plan special emphases in educational programs (i.e. attendance campaigns, leadership recognition, Preparation Week, Vacation Bible School, promotion, January Bible Study, etc.)
- Coordinate the production of church publications.
- Develop special educational/training projects such as camps, retreats and seminars.
- Lead in regular education program organization planning meetings.
- Lead in choosing and securing the most suitable educational and curriculum materials available.
- Supervise appropriate church staff members.

I have read and received a copy of my job description.

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Signature [Minister of Education]

Date

Revised: \_\_\_\_\_