

WESTERN YEARLY MEETING of FRIENDS CHURCH
P.O. Box 70, Plainfield, IN 46168
(317) 839-2789 office www.westernym@sbcglobal.net

A General Overview of the DIRECTOR of CHRISTIAN EDUCATION job position for Western Yearly Meeting of Friends Church.

Focus:

The Director of Christian Education is a full-time, executive level staff position located in Plainfield, IN, USA. The position's focus is on the spiritual health and growth of Western Yearly Meeting of Friends Church (WYM) with particular oversight to continue and expand youth ministry and adult Christian Education and a Commitment to the purpose, goals, policies and beliefs of Western Yearly Meeting of Friends Church as stated in the *WYM Faith and Practice*.

General Expectations:

- A. S/he shall average 40 hrs of work per week (includes weekend responsibilities), maintain certain office hours, do church visitations, etc.
- B. Be willing to travel.
- C. Supervise programming for Quaker Haven Camp (w/ staff of Indiana Yearly Meeting and Quaker Haven Camp), WYM Annual Sessions, Retreats, Work Camps, Mission Trips, etc.
- D. Supervise the development of a Ministry with the WYM high school Youth Cabinet.
- E. Recruit, hire, and supervise the Sundesmos college age Interns.
- F. Be a resource person for all of the WYM Monthly Meetings in all facets of Christian Education.
- G. Maintain and prepare financial spreadsheets and reports to be submitted to the Board of Christian Education.
- H. The Director of Christian Education shall attend Board of Christian Education Meetings, WYM Annual Sessions, Executive Committee Meetings, Administrative Council Meetings, and other WYM Board Meetings when requested by a Board, etc.

Basic Qualifications:

- 1. Be a member of the Religious Society of Friends. A background in Christian Education is preferred.
- 2. Have the ability to be a resourceful, adaptable leader who is able to problem solve, complete tasks, communicate, work independently, and with, those affiliated with Western Yearly Meeting, Indiana Yearly Meeting and Quaker Haven Church Camp staff. Be able to work with a diversity of volunteers as well as work with and supervise Youth and Young Adult Interns.
- 3. Be proficient in or quick to learn current computer tasks relating to the ministry position as follows:

Required Computer Skills in 2018

- Microsoft Office 365
- Cloud-based Document Sharing (Dropbox)
- Database and Online Registration Programs (MailChimp, CampDoc)

Beneficial Computer Skills in 2018

- Website Editing (Squarespace)
- Set up/Run Audio/Visual equipment and software
- Social Media

4. Be willing to relocate to the general area of Plainfield, Indiana.



Submit your résumé to the chairperson of the CE Director Search Committee, Mark Tope:

K9chester@gmail.com

Or mail a paper copy to:

Mark Tope
301 North Gospel Street
Paoli, IN 47454

For more information, call Mark at: (336) 266-9586