

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

**Job Title:** Minister of Education

**Reports To:** Pastor

**Position Status:** Full-Time/Part Time

**Purpose:**

The Minister of Education is responsible to the Pastor for providing staff leadership to the entire church education and discipleship program. This involves assisting the church program leaders in planning, conducting and evaluating a comprehensive ministry of Christian education and discipleship.

**Responsibilities:**

- Leading the church in planning, conducting and evaluating a comprehensive program of Christian education and discipleship.
- Working with the [Church Name] Nominating Committee to select, enlist and train qualified leaders.
- Serving as an educational resource person and advisor to the leaders of all church programs and committees.
- Coordinating the production of informational and public relation materials such as the church website, publications and news releases.
- Leading the church to be aware of the educational and discipleship curriculum available and to choose what is most suitable for them.
- Assisting the Pastor in planning, conducting and evaluating congregational services as requested.
- Serving on the Church Council.
- Preparing and submitting a church education budget. Planning and administering the investment and spending of the funds budgeted for the educational program.
- Supervising appropriate church staff members.
- Performing other duties as assigned by the Senior Pastor.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Signature [Minister of Education]

Date

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