

**THE AFRICAN METHODIST EPISCOPAL ZION CHURCH**  
**GENERAL OFFICER JOB DESCRIPTION**  
**General Secretary, Christian Education**

**Position Title:**

General Secretary of Christian Education

**Classification**

Exempt

**Salary Grade/Level/Family/Range**

Determined by Connectional Budget Department's predefined range.

**Reports to**

Board of Christian Education

**General Description:**

**Summary/Objective**

The General Secretary of Christian Education provides general supervision of all Christian Education in the homes, local churches, schools, and colleges of the denomination. The General Secretary has oversight of the Office of Church School Literature; shall conduct the correspondence and business of the Department; travel; conduct institutes; prepare and make available standard record and report forms; direct research for the furtherance of Christian Education; prepare and issue programs for special days related to Christian Education; directs and supervises leadership education.

**Essential Functions**

1. Establishes and communicates the vision and quadrennial goals for the Department.
2. Develops and manages the quadrennial budget for the Department.
3. Recruits, trains, and supervises and evaluates staff.
4. Develops position descriptions for paid, unpaid and contractual staff.
5. Establishes sound fiscal and administrative procedures.
6. Supervises and evaluates the work of the organizations within the Christian Education Department (V.I.C.Y.C., A.C.E. and Y.A.C.M.).
7. Manages the publication of relevant, doctrinally sound, and creative church school literature.
8. Prepares and edits articles for the Church School Herald-Journal and other publications as required.
9. Researches, plans, and coordinates training programs, seminars and conferences including (but not limited to) the Christian Education Winter Meeting, the Christian Education Quadrennial Convention, seminars for Church School teachers and Church School writers.
10. Writes initial draft material for new training and educational programs; reviews, evaluates and modifies existing and proposed programs; recommends appropriate changes.
11. Establishes curriculum teams to develop curriculum for the denomination.
12. Provides Episcopal Directors of Christian Education with information and resources to share within their Episcopal Districts.
13. Collaborates with counterparts in the A.M.E. and C.M.E. Church to produce an

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Advent and Lent Devotional and work on other projects as needed.

14. Facilitates representation on the World Methodist Council, National Council of Churches and other ecumenical bodies as requested.
15. Serves on the Governance Board for Livingstone College and Clinton College.
16. Appoints a representative to serve on the Board of Trustees for Hood Theological Seminary.
17. Supports and promotes the denomination's educational institutions.
18. Prepares annual report to the Board of Bishop and the Board of Christian Education.
19. Collaborates with the General Officers Team to facilitate greater effectiveness.
20. Manages the upkeep, use and sale of properties deeded to the Christian Education Department.
21. Manages Department's 501.C3 status and Articles of Incorporation.

**Competencies**

1. Communication Prowess.
2. Business Acumen.
3. Creativity and Innovation.
4. Vision.
5. Strategic Thinking.
6. Integrity.
7. Global & Cultural Awareness.
8. Relationship Management.
9. Planning and Problem-Solving.
10. Understanding of Methodist Doctrine.

**Supervisory Responsibility**

The following positions report to the General Secretary of Christian Education:

1. Office Administrator (paid staff)
2. Editorial Assistant (paid staff)
3. Graphic Artist (paid staff)
4. Graphic Artists (contract staff)
5. Senior Editor for Children's Curriculum (contract staff)
6. Senior Editor for Youth and Adult Curriculum (contract staff)
7. Special Assistant for Project Management (unpaid staff)
8. Special Assistant for Program Management (unpaid staff)
9. Special Assistant for Financial Management (unpaid staff)
10. Co-Directors of Children's Ministry (unpaid staff)
11. Advisors to Youth Council (unpaid staff)
12. Advisor to the Assembly of Christian Educators (unpaid staff)
13. Co-Directors of Young Adult Ministry (unpaid staff)

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14. Director of Ministry with Women (unpaid staff)
15. Chairperson, Commission for Leadership Excellence (unpaid staff)
16. Chairperson, Commission for Spiritual Formation (unpaid staff)
17. Chairperson, Commission for Family Life (unpaid staff)
18. Hospitality Manager (unpaid staff)

In addition to the above staff, the General Secretary also recruits, approves the writing assignments, and evaluates the work of 4-10 writers for the Office of Church School Literature.

**Travel**

Extensive travel is required.

**Required Education and Experience**

**SPIRITUAL MATURITY AND VITALITY**

Must meet all the biblical qualifications for church leadership. They will need seasoned faith and maturity as demonstrated by many years of consistent and faithful Christian living and service.

**PERSONAL MATURITY AND MINISTRY-CONGRUENT CHARACTER**

Must be emotionally healthy, resilient, constructive, and wise, demonstrating the personal qualities that mark strong leadership and durability. They will require strong interpersonal skills and should be recognized as a servant-leader, be outgoing and friendly.

**FAMILY ALIGNMENT**

It is essential that the General Officer be able to balance wisely the responsibilities of home and work.

**MINISTRY CALLING AND GIFTING**

Should be able to verbalize a sense of God-given calling to vocation. They must have gifts that are strategic to the fulfillment of the position description: leadership, administration, and teaching.

1. Master's degree in theological studies, divinity, Christian Education behavioral sciences, education, or business.
2. Minimum of five years of experience in Christian Education at the local, district, conference, episcopal or denominational level.
3. Minimum of five years of professional experience in leadership and management.
4. Minimum of three years supervisory experience.

**Preferred Education and Experience**

1. Master's or earned doctorate in Christian Education, Theological Studies, Education or Curriculum Development.
2. Three or more years of professional experience in higher education.

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**Work Authorization/Security Clearance (if applicable)**

The General Secretary of Christian Education is required to give bond in the sum of \$100,000.00 for the faithful discharge of his/her duties.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without sufficient notice.