

Newnan First United Methodist Church
33 Greenville St.,
Newnan, GA 30263

Job Description

Job Title: Program Director

Accountable to: Senior Pastor

Position Status: Part time (20 hours a week)

Job Requirements & Skills:

- Strong interpersonal/organizational abilities; ability to function independently and as part of a ministry team.
- Creative, energetic, with a willingness to explore innovative approaches to ministry.
- Proficient with digital media and office software
- Able to attend staff meetings, coordinate activities with other staff members to produce an effective overall ministry.
- Able to attend Church Council meetings and share a ministry report (6x per year).
- Able to work Sundays (Sunday is a workday, off on Fridays).

Job Responsibilities:

- Provide and promote ministry/programs serving the needs of the congregation, consistent with the philosophies and teachings of the United Methodist Church; enlist talents of lay persons to help execute programs.
- Serve as a resource person for Curriculum, Literature, Teaching Aids, and General Supplies for the Education/Sunday School Ministry. Coordinate the purchase of necessary items. Use and assist SS Classes with online streaming platforms.
- Communicate with Sunday School class presidents and teachers, and keep records of Sunday School attendance.
- Implement programs, Bible studies, and events in coordination with the Education Committee; evaluate needs of the Educational/Sunday School ministry and the congregation in coordination with the Education Committee.
- Work with the church hostess to implement ongoing and occasional meals for the congregation.
- Coordinate NFUMC Baby ministry
- Planning and/or coordination in preparation for the High Holy Holidays in the Methodist Church (Lent, Easter, Hanging of the Greens, Advent, Christmas).
- Plan, implement, and participate in “special” and seasonal programs/activities throughout the year, including but not limited to Braves Game, Women’s Gala, Wednesday Night Fellowship programs, summer and/or fall picnics, parades/community events, Advent and Lent programming.
- Organize Advent Bag Program (coordinate with Friendship Committee) shop, organize, and recruit volunteers for wrapping presents & delivering them.