

POSITION DESCRIPTION

Director of Christian Education for Children

PURPOSE: This full-time position is responsible for planning, developing, implementing, and communicating the educational children ministries of the church with the ultimate objective of growing disciples for Jesus Christ. This position would be under direct supervision of Senior Pastor.

PRIMARY RESPONSIBILITIES:

Children's Ministry:

Oversee a comprehensive Christian Education program for children (birth to grade 5) and their families, including:

Sunday School classes, children's worship, vacation bible school, communion preparation and special worship/fellowship events including Wednesday Night Programs,

Milestone workshops (3-year-old Bible class and presentation)

Prayer Workshop and leadership in worship (preschool & kindergarten),

3rd grade Bible workshop and presentation, Mission workshop and work day for 4th/5th graders),

Pumpkin Patch (Story Time coordination),

Acolyte Program, (in conjunction with Worship Committee)

Living Lent Workshop and Easter Egg Hunt, Christmas Eve 5:00pm Children's service, Club 45 fellowship events, pool parties, summer activities

Nursery Care

Supervise the Nursery Coordinator. In conjunction with the Nursery Supervisor, train caregivers in skills and policy and the Child and Youth Protection Policy, and coordinate nursery events with the Nursery Supervisor.

Faith Preschool

Serve as staff liaison to Preschool Board and Preschool Director.

Foster relations between congregation and preschool families' joint programs.

Leadership Development:

Recruit, train and supervise leaders for children's programs.

Provide for spiritual enrichment of leaders.

Program Development:

Work with staff and Session committees to establish Christian goals.

Serve as staff liaison to the Children and Family Committee

Identify and plan innovative programs that provide a basis for theological and biblical enrichment of the children and families of the congregation.

Develop holistic ministry that focuses on the entire church family.

Administration of Programs:

Evaluate theological content and effectiveness of proposed and on-going programs.

Plan a year-long calendar of Christian Education programs/events for children.

With church support staff, obtain resources necessary for successful delivery of all Christian education programs.

Encourage and attend PCUSA sponsored programs, events, and retreats.

With related nurture committees of Session, evaluate Christian Education budget items and recommend changes if necessary.

Relationships:

This position is accountable to the Senior Pastor.

This position will work closely with the Children and Families Committee.

The Director will interact with the Preschool Director, Music Director, Associate Pastor, Pastor, and Director of Christian Education for Youth and Young Adults.

Communication:

Communicate with all families with children birth through 5th grade with emails

Email visitors and new members that have children birth through 5th grade with information regarding programs, the faith website children's link, and a personal invite to any activities

Pastoral Care:

Make time for children and their families when pastoral care is needed (new baby, death, crisis, etc.)

Evaluations: The DCE will receive an annual evaluation from the Personnel Committee in conjunction with the Senior Pastor.