

**First Presbyterian Church
Position Description
Director of Christian Education**

RELATIONSHIPS AND ACCOUNTABILITIES

The Director of Christian Education is a staff member supervised by the Pastor/Head of Staff, participates in weekly staff meetings and is accountable to the Session via its Personnel Committee.

The Director of Christian Education works with staff and lay leadership to address Christian educational needs of children, youth and adults of the congregation, to serve as the staff resource to the Christian Education Committee, and to educate the congregation regarding the importance of Christian education as it relates to faithful discipleship.

QUALIFICATIONS

The Director of Christian Education is a person called by God to a ministry of education who demonstrates their faith in and love for Jesus Christ, is dedicated to the faith and is serious in purpose, honest in character and joyful in service. It is expected that the Director of Christian Education be a person with skills and training in Biblical interpretation, Reformed theology, human development, religious education theory and practice, and the polity, programs and mission of the Presbyterian Church (U.S.A.). A qualified candidate should have experience as a Christian educator in a congregational setting.

PRIMARY RESPONSIBILITY

The primary responsibility of the position is to guide First Presbyterian Church's educational ministry for children, youth and adults and their families, including

1. Coordinate a Christian Education program for children (birth through 5th grade) and youth (6th through 12th grades) which emphasizes the following aspects:
 - Teaching the stories of the Old and New Testaments, and
 - Helping children and youth integrate those Bible stories and the truths they contain into their lives.
2. Develop and coordinate programs that focus on the nurture and spiritual development of the families of children and youth.
3. Support the existing adult education classes, including advice and encouragement concerning curricula, teachers, instructional topics and materials.
4. Participate with staff and church leaders to coordinate and implement the total education ministry of the church with an eye toward intergenerational interaction as appropriate.
5. Participate in the management of the church's Child Protection Policy.
6. Develop and facilitate opportunities for cooperative activities with Preschool families.

MAJOR DUTIES AND RESPONSIBILITIES

1. Sunday School

- Facilitate the planning and implementation of all children, youth and adult programs,
- With lay leadership recruit, train, encourage and assist teachers and administrators (including teen volunteers) who will provide programs that are exciting, interesting, and educational to children and youth,
- Work with the Director of Music/Organist to incorporate music into Christian Education programs, and
- Work with the Christian Education Committee to facilitate the recruitment and training of additional teachers for adult education classes.

2. Special Sunday and Weekday programs

- Facilitate the planning and implementation of educational church programs approved by Session which may include Rally Day, LOGOS, Vacation Bible School, Advent Workshop and Devotional Booklet, Baptismal books, Preparation for Communion, Bible presentations, Christmas Eve Tableau and other programs as appropriate to further the goals of the education ministry,
- Work with the pastors and Christian Education Committee in the planning and implementation of the confirmation program, and
- Work with the Christian Education Committee to create and implement mission education and service opportunities for children and youth.

3. Worship Service and Education

- Be responsible for education programming for children during worship, as necessary and appropriate.
- Assist with leading Sunday worship service as requested by the Pastor, including the participation by children and youth, and
- Oversee the Childcare Coordinator to ensure the scheduling of childcare during Sunday morning worship services and during other programs as needed.

TERMS OF EMPLOYMENT

The Director of Christian Education is a full-time position with salary and benefits to be determined by the Session via its Personnel Committee.

Contacts:

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