

Director of Christian Education Job Description

Qualities

- motivate, inspire, and relate well to people of all ages in all aspects of the learning ministry.
- will be confident in their role in the church, be secure in their Journey of Faith
- work effectively as part of a team when meeting with the congregation and staff.
- be able to communicate with the surrounding population and will demonstrate knowledge of the local and global ministries
- possess an ability to interact with both the congregation and staff in an effective and positive manner
- be organized and possess the ability to follow through or appropriately delegate the tasks at hand

Qualifications

- Bachelors degree in Christian Education or a related field

Accountability

- responsible to the Session and accountable to the Pastor for planning, implementation and evaluation of the church's educational ministry
- serves as staff support for the work of the Learning Ministry
- performance evaluation by the Pastor 6 months from date of hire and yearly thereafter

Specific Responsibilities

- work with Pastor and learning ministry to plan and implement a variety of programs. Co-chair CE/learning ministry meetings.
- organize Sunday School programs. Research and recommend Sunday School curriculum for all ages. Recruit, train, and support Sunday School teachers. Recruit and register students. Maintain teaching supplies. Find substitutes when necessary. Oversee collection of the offering and recommend mission.
- act as a liaison with the Director of Community Preschool and assist in organizing joint ventures between the preschool and church
- oversee the Adventure Club program, a weekday program designed for children ages 6-12. Tasks include: selecting, planning and teaching weekly lessons; purchasing food, supplies and prizes; recruiting volunteers to assist in tasks and help supervise children; coordinate each session with the children's choir director; oversee the budget
- lead or co-lead the confirmation class. Plan curriculum and recruit mentors. Plan service days, trips and all other activities
- act as a community liaison by representing our church at social and educational functions throughout the community. Support our connection with the Camp Donegal, Donegal Presbytery and other PCUSA organizations
- organize and plan the yearly Vacation Bible School program by selecting the curriculum, recruiting volunteers, delegating and overseeing assignments, chairing the VBS planning committee, and advertising.
- develop new programs expanding services to our youth and young adults.

- oversee the church nursery and children's church program by providing direct supervision and support to volunteers and paid staff. Arrange the curriculum, provide teaching schedule, supply resources and oversee the budget. Find substitutes when necessary.
- primary responsibility for teaching youth, specifically the Senior and Junior High Youth Groups.

Work Schedule and Benefits

The normal work week is 40 hours per week, full-time salaried position. It is expected the Director of Christian Education shall be available on some evenings and Sundays as programs require.

Salary beginning at \$35,000 to commensurate with experience and education.

Mileage reimbursed at maximum rate allowed by IRS

Vacation time, 2 weeks per year

Paid holidays as determined by Donegal Presbytery

Health insurance is available, benefits are negotiable

Continuing education-2 weeks per year, as agreed upon with Education Committee