

Position Description

Title:

Director of Christian Education (Full Time)

Purpose:

To work with the Session in:

- planning, developing, and supervising the Spiritual Growth ministry of the church in accordance with the policies and directions of the Spiritual Growth Ministry Team, the Senior Pastor and the Session
- supporting the Pastor(s) in Congregational and Pastoral Care in accordance with Nurture Ministry Team and Senior Pastor direction

Relationships:

Accountable to the Senior Pastor as head of staff in the performance of their responsibilities, with the support of Personnel and the Session.

The Director of Christian Education will work in partnership with the ministry teams in all Spiritual Growth endeavors.

Minimum Cash Salary: \$55,000 per year, adjusted based on experience and qualifications

Responsibilities:

- Coordinate and unify the education activities of the church into an integrated and effective ministry of Spiritual Growth across all members and generations
- Supervise Youth and Children Leaders, whether as paid staff or lay positions
- Support pastoral staff in Congregational outreach and ministry
- To keep abreast of educational needs of all age groups in the church and refer these needs to the proper ministry team
- To serve as ex-officio member and resource of designated Session ministry teams
- To develop, implement, select, approve and supply curricula for all levels
- To participate in presbytery education ministry programs
- Recruit, train and engage the congregation to serve in Spiritual Growth

Expectations:

- Attend Sunday Worship
- Assist Pastor with Confirmation
- Implement Child, Youth and Vulnerable Adult Safety protocols and procedures
- Supervise and schedule Church nursery workers
- Coordinate seasonal outreach and ministry events
- Ensure that the Resource Room, Library, and bulletin boards are well-maintained
- Provide reports as requested from the Senior Pastor, Session or other commissioned teams
- Work intentionally to engage and recruit new church members into Spiritual Growth programs
- Keep and maintain records of visitors in community outreach programs to facilitate follow up
- Work with Spiritual Growth to plan the budget for Christian Education
- Attend all staff meetings, Spiritual Growth meetings and Session meetings as appropriate
- Keep regular scheduled office hours and keep the Senior Pastor abreast of changes in schedule
- Participate in Continuing Education pertaining to the DCE role as approved by Session, Personnel and the Senior Pastor
- Perform other duties the Senior Pastor or Session deem necessary for the needs of the Church

Qualifications:

- Demonstrate a growing personal walk with Christ through committed Bible study and prayer
- Exemplify a servant's heart and a teachable spirit
- Demonstrate ability to recruit, train, develop and build teams, as well as being a team player
- Previous experience in ministering to children, youth, and adults of all ages or significant life experiences in similar or relevant roles
- Demonstrate ability to create an environment for spiritual growth
- A minimum of a Bachelor's degree in a related field and certified as a Director of Christian Educator by the PCUSA
- History of church membership

Evaluation:

Formal performance reviews will be conducted annually by the Senior Pastor in conjunction with the Personnel Committee. Quarterly reviews to provide interim feedback and targets for professional growth will be conducted by the Senior Pastor.

THE PROCESS FOR CHRISTIAN EDUCATOR AND CHRISTIAN EDUCATION ASSOCIATES IN THE PRESBYTERIAN CHURCH (U.S.A.)

Certified Christian Educators in the PC(USA) . . .

- Are members of the PC(USA)
- Are employed in educational ministry in a PC(USA) congregation, governing body or agency or have confirmed volunteer status of at least ten (10) hours/week of volunteer service and have completed one year full-time (or its equivalent) work experience
- Have completed a bachelor's degree (or master's degree) or Christian Education Associate level
- Have requested and received an application and information for certification along with a listing of Certification Advisors appointed by the presbytery or a neighboring presbytery and have asked one of these Advisors to serve as the resource and support system as they go through the process
- Have completed the application, including current employment/service, work experience, and previous coursework with attached transcripts
- Have completed the required course credits (3 credits or 30 contact hours) in Biblical Interpretation, Reformed Theology, Religious Education Theory and Practice, Human Growth and Faith Development, Worship and Sacraments
- Have completed the required course credits (1.5 credits or 15 contact hours) in Presbyterian Polity and Presbyterian Program and Mission
- Have completed the certification exam process with a Reference Group containing colleagues, staff, and the Certification Advisor

Christian Education Associates in the PC(USA) . . .

- Are members of the PC(USA)
- Are employed in educational ministry in a PC(USA) congregation, governing body or agency or have confirmed volunteer status of at least ten (10) hours/week of volunteer service and have completed one year full-time (or its equivalent) work experience
- Have requested and received an application and information for certification along with a listing of Certification Advisors appointed by the presbytery or a neighboring presbytery and have asked one of these Advisors to serve as the resource and support system as they go through the process
- Have completed the application, including current employment/service, work experience, and previous coursework
- Have completed all four courses of Opening Doors to Discipleship, working alongside the Certification Advisor
- Have read six selected books and written reflection papers on each, responding to questions and submitted them for reading and approval by the Educator Certification Committee