Job Summary:

As a person with skills and training in biblical interpretation, Reformed theology, human development, religious educational theory and practice, and the polity, programs and mission of the Presbyterian Church, the Director of Christian Education shall primarily focus on the educational needs of the congregation from birth through college and shall plan, develop, lead, nurture and grow the ministry for youth and children in accordance with the policies and directions of Session through the Youth Ministry and Children’s Ministry Committees. They shall instill knowledge of our Presbyterian faith in the children of this church through a strong Christian education curriculum and programs and shall motivate the youth to excel in their God-given talents, through continuing Christian education, exceptional programs and involvement in their lives as well as teaching them to be disciples of Jesus Christ.

Duties and Responsibilities:

1. To plan, oversee, coordinate and be directly involved in the ministries to children and youth of First Presbyterian Church.
2. Design and maintain a Christian Education program that, through personal relationships, programs, curriculum and activities, will enable children, youth and their families to establish and strengthen a relationship with God, to share God’s love and our faith with others, and to grow and develop as disciples of Jesus Christ.
3. Evaluate overall effectiveness of children and youth ministries with a vision for how these ministries can be enhanced through existing and new programming. Develop an annual calendar for both Children’s Ministry and Youth Ministry. Organize quarterly planning sessions with Children’s Ministry and Youth Ministry Committees.
4. Oversee and coordinate the weekly and annual operation of the children and youth Sunday school programs, including ordering necessary supplies and equipment, selection of teachers, curriculum, training and teacher assignments.
5. Guide and oversee the recruitment and training of all teacher and youth leaders for the church year, explaining goals of the programs to the teachers and supporting them in their weekly endeavors.
6. Build relationships with the youth and advisors, organizing a weekly fellowship and learning event scheduled at a time other than Sunday School hour or during Sunday morning worship services. This program should complement any other youth events with a balance between study, fellowship, worship and service, while motivating the youth to excel in their God-given talents.
7. Organize and oversee the Vacation Bible School program in cooperation with the Children’s Ministry Committee. Recruit, support through selection of curriculum, and train, a VBS moderator. Assist VBS moderator in recruitment of teachers and assistants.
8. Provide supervision, training and guidance to the Nursery and Wee Circle Coordinator to ensure a welcoming and safe environment for our youngest children.
9. Plan and lead retreats and mission trips for youth, cultivating an understanding of how God is at work in our lives and preparing youth to be active in a church culture of mission.
10. Assist in the weekly planning of worship services, seeking opportunities for inclusion of children and youth in our services.
11. Develop a program for and communication with our college age young adults.
12. Be a member of the professional team that supports and works in concert with the administrative staff and volunteers from the congregation to facilitate the work of the church.

Accountability

1. Reports to Head of Staff
2. Serves as an ex-officio member and consultant to the Children’s Ministry Committee and the Youth Committee.

Support, Salary and Benefits

1. Salary is established by the Personnel Committee and approved by the Session
2. Funds and time will be provided for continuing education
3. Benefits are established by the Board of Pensions (PCUSA)
4. There will be a performance review after the initial six (6) months of employment, with subsequent reviews conducted annually thereafter.