

## **Job Description**

Matthews Presbyterian Church  
Children's Christian Educator

Reports to: Head of Staff and is accountable to the Session through Personnel and Children's C.E. Committees

Directly Supervises: Nursery staff

Status: Part-time

**Job Summary:** In cooperation with the Head of Staff, the Session and its Children's Christian Education (CCE) Committee, to plan and direct the ministry of education of Matthews Presbyterian Church for its children (5<sup>th</sup> grade and younger) and to carry out the essential functions listed below:

### **Essential Functions:**

- Develop and implement children's Christian education initiatives grounded in Scripture and the Reformed tradition, the liturgical year, and consistent with a broad theological spectrum within the Presbyterian Church (U.S.A)
- Assist CCE committee in recruiting teachers and leaders, and help provide opportunities for their motivation, training and growth
- Provide age appropriate and engaging instruction and/or educational experiences for the biblical, theological, and spiritual development of children
- Ministry of presence at appropriate church-related/sponsored functions (i.e., Sunday School classes/opening, Vacation Bible School, mid-week programs, etc.)
- Participate in weekly staff meetings and quarterly extended staff planning sessions
- Provide newsletter articles and other written materials as scheduled

### **Other Responsibilities:**

- Evaluate the effectiveness of the church's educational ministry to its children

- Resource teachers and leaders with engaging and age-specific curriculums, with the ability to adapt or write curriculums as necessary
- Attend monthly committee chair meetings to coordinate ministries.
- Participate in continuing education events for Christian educators
- Participate in ongoing personnel reviews to evaluate goal setting progress and accomplishments as well as a core competency review; an annual performance review and job position goal setting process will be conducted by the head of staff in conjunction with the CCE Committee

#### **Minimum Qualifications**

- Bachelor's degree (ideally in Christian education, education or religious studies) and /or prior experience working with school-age children in a church setting

#### **Physical Requirements**

- Able to move freely in and out of small group settings. Physically able to interact with children.

#### **Core Competencies**

**Planning Skills:** Maintains regular office hours. Is punctual to work and meetings and stays on task. Demonstrates ability to maintain calendar. Demonstrates ability to coordinate and complete multiple tasks in a timely manner.

**Team Skills:** Contributing member of a staff team that works together for the benefit of all staff members and the overall ministry of the church. Takes pride in the personal contribution made to the team effort. Takes personal responsibility for treating other team members with respect.

**Communication Skills:** Demonstrates the ability for effective and timely communication with church staff, Session, and Christian Education Committee. Demonstrates a passion and connection with children that extends beyond the curriculum. Demonstrates clear

and effective skills in writing and public speaking. Shows ability to articulate ideas creatively and clearly.

**Interpersonal Skills:** Demonstrates positive and caring demeanor to all staff and church members. Demonstrates ability to lead others. Skilled in active listening and openly accepts constructive criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of hospitality and optimism.

**Professional Maturity:** Demonstrates willingness to continue education and improve knowledge and skills. Desires to read for professional growth. Participates in professional peer groups.

**Spiritual Maturity:** Plans time for ongoing spiritual nourishment and growth. Demonstrates a plan for taking care of self through regular Sabbath time. Models and develops humility, accountability, a willingness to learn, and servant leadership in all relationships.