

DIRECTOR OF CHRISTIAN EDUCATION (DCE)

Job Description

Responsibilities: The director of Christian education is responsible for working with the Christian Education Team and pastor to provide, plan, organize, resource and direct the Christian education programs, with a focus on children and youth, as well as to train church members for the task of teaching and leading Christian education in a shared capacity. Other responsibilities include:

- Coordinating education and special programming with the Christian Education Team by:
 - Acquiring and adapting curriculum materials.
 - Recruiting, training and supporting teachers.
 - Acquiring and organizing necessary study supplies.
 - Advising with preparation of class spaces.
 - Collaborating with teachers for long-range and short-term planning of curriculum, lessons and activities.
- Coordinating and recruiting assistants to help develop youth group activities.
- Assuming responsibility for planning annual events, including Vacation Bible School.
- Coordinating confirmation classes for youth with pastor.
- Sharing in the leadership of worship to include children's message.
- Attending meetings of the Christian Education Team and assisting with the development of budgetary responsibilities.
- Performing other duties from time to time as may be directed by the pastor.

Qualifications: The DCE should have sufficient training and experience necessary to assist in the nurture of the life of the church. The DCE will adhere to the Christian principles of the Presbyterian Church (USA) and Central Steele Creek Presbyterian Church. The DCE must possess the characteristics and qualities necessary for working harmoniously, effectively and confidentially with church members, head of staff and other church staff.

Hours of Employment: This is a full-time position (based on 30 hours per week) with specific work hours determined in coordination with the head of staff.

Vacation: The DCE will receive paid leave and study leave commensurate with experience. Vacation time must be approved by the head of staff.

Compensation: A yearly salary is provided, paid twice monthly. Salary will be determined based on experience. This full-time position also includes group health insurance, eight paid holidays, paid sick days based on length of continuous employment, and pension benefits through Presbyterian Board of Pensions.

Performance Evaluation: The responsibilities of the position and the performance of the DCE will be reviewed annually by the head of staff.

Accountability/Supervisor: (1) Head of Staff, (2) Christian Education Team.



Director of Christian Education Application

Central Steele Creek Presbyterian Church has determined its desire to hire a Director of Christian Education. If interested, please submit the following application materials and general personal information:

- a letter of intent detailing why you are the best person for this position.
- an updated resume highlighting your education, including any certifications, and experience applicable to this position.
- at least three references, complete with names, job titles, how you are acquainted and the reference contact information.

Name: _____

Address: _____

City/State/Zip: _____ **Phone:** _____

Email address: _____

All inquiries and above application materials should be forwarded to:

Rev. Luke Maybry
Central Steele Creek Presbyterian Church
9401 South Tryon Street
Charlotte, NC 28217
704-588-1211