

**Job Title:** Director of Christian Education

**Reports To:** Session and Pastor

**Category:** Part-time/Exempt

**General Summary:** The Director of Christian Education will provide vibrant and well-structured leadership for the children's ministry programs at CN Jenkins Memorial Presbyterian church, through developing caring relationships with children and their families; facilitating their growth in faith and involvement in the life of the church; planning and implementing educational programs; and recruiting, supporting and training servant-leaders.

**Essential Functions:**

- Develop, oversee, coordinate, and actively participate in programming involving children, youth, and their families for Sunday Christian Education (i.e. Children's Church and Sunday School) Summer V.B.S., and fellowship activities
- Develops meaningful and caring relationships with children, youth, and their families through engaging in a ministry of presence
- Works with the Christian Education (CE) program to create and implement a vision for Christian education for children and youth
- Works closely with the CE program leaders to develop all aspects of the Children's ministry of the church.
- Assists the CE program in providing leadership development training for children's servant leaders
- Works closely with the current children's ministry leaders (Sunday School Superintendent and Children's Church) to enhance CE opportunities for children and families
- Works with Associate Pastor to selection or develop curriculum that benefits children and families
- Develops and implement innovative ways to make CE more effective through continuing education/leader retreats etc.
- Assists in identifying, recruiting and equipping servant leaders for Children's Ministry
- Is an advocate within the church for CE
- Ensures child and youth protection policy is upheld
- Periodically reviews goals and philosophy of CE program
- Assists church secretary in compiling and maintaining database for all children and youth

- Coordinates with Facilitates Manager and other appropriate committees in the use, upkeep and furnishings of the children facilities
- Attends weekly staff meetings and weekly Sunday morning children's ministry programming
- Performs other duties as assigned

**Job Qualifications:**

- Bachelor's degree in education or closely related field or two years of experience in a related field with additional training or experience in programming and leadership
- Experience teaching and directing educational activities in a Christian setting
- Ability to clearly articulate Reformed CE and formation methods and have an in-depth knowledge of the Bible and Reformed Faith
- Ability to work with people and coordinate ministries and programs within the church that involve all aspects of CE to children birth through high school
- Experience working with children of all disabilities
- Adhere to the polity of the Presbyterian Church (USA) as outlined in the book of order

**Additional Skills:**

- Good written and verbal communication skills
- Bilingual
- Independent leader and well organized
- Proficient in Microsoft Word and PowerPoint
- Versed in use of social media outlets (i.e. FB and IG)
- Program planning and Execution
- Budget and Schedule management

**Physical Qualifications:**

- Must be able to lift and carry items up to 20 pounds, kneel, squat and stand to perform duties