

TITLE: Director of Christian Education/Spiritual Formation

REPORTS TO: Pastor as Head of Staff

HOURS: Part-time 10 hours per week / 40 flexible hours over summer months

Qualifications: The Director of Christian Education (hereafter referred to as DCE henceforth) will be a mature Christian with a desire to nurture and teach the young people of Chartiers Hill United Presbyterian Church (hereafter referred to as Hill Church) in order to ground their faith in the Word, and according to our Reformed Traditions, and increase their understanding of what it means to be a disciple of Jesus Christ. The DCE must possess the character and qualities necessary for working harmoniously, effectively, and confidentially with church members, the pastor, and other church staff. Necessary also, are excellent communication skills with all age groups. The DCE shall have and maintain all child safety and protection clearances.

Responsibilities Include:

- The DCE is responsible for working with the Christian Education Committee and pastor to organize, promote, and resource Hill Church's education program, with a focus on children and youth
- Promotion of Hill Church life within our community, always seeking to draw others to the mission and ministry of the church
- Has oversight of the Sunday School Superintendent
- The DCE will be the point person, providing resources and guidance, acting administratively and as a hand-on educator, for children's education program and other events planned by the Christian Education Committee
- To recruit and train church members for the task of teaching and leading Christian education in a shared capacity
- Communicates effectively with other staff (paid and volunteers), the Christian Education committee, church members, and vendors regarding the activities of the Christian Education program.
- Attends Christian Education Committee meetings
- Evaluates the Christian education programs of the congregation in relation to the goals, objectives, and strategies of Hill Church
 - Conducts program evaluation at all levels.
 - Collates evaluation information and gives feedback to appropriate groups or persons
 - Adjusts Christian education programs in relation to congregational feedback and current professional literature
 - Meets with Pastor to elicit further information regarding evaluation and future planning
- Sunday School
 - Will be the lead Sunday teacher in the elementary school-age classes, and take an active role in the first Sunday of the month gathering in the sanctuary
 - With the assistance of the Sunday School Superintendent:
 - ✓ and approval of the Christian Education Committee and pastor, chooses curriculum, adapting them when necessary to conform to our Reformed tradition

- ✓ assist in acquiring study materials and study supplies
 - ✓ assist with inventory of curriculum and supplies
- Special assignments:
 - Resource and coordinate the Vacation Bible School program and the annual egg hunt, to include:
 - ✓ Curriculum
 - ✓ Recruit volunteer teachers, helpers, registration coordinators, food coordinator, craft coordinator, science coordinator, decorating coordinator
 - ✓ Direct the publicity, enrollment, and other administrative needs of the program
 - Resource and coordinate other special events as they might arise
- Assists in creating and monitoring a budget for the operation of programs.

Time Requirements: The hours will approximate 10 hours per week September through May, including necessary Sunday morning obligations, with an additional 40 hours of flexible time over the summer months for Vacation Bible School and preparation for the school year.

Review: A 90-day evaluation will take place following hiring and, if employment continues, an annual performance review will take place.

I have read and understand the job requirements and expectations as set forth herein,

Signed _____ Date _____

Presented and reviewed by _____