

FIRST PRESBYTERIAN CHURCH

Director of Christian Education and Formation Position Description

Independence, MO, www.fpcindep.org, fpcindep.pastor@gmail.com
(a PC(USA) church on the outskirts of Kansas City)

PURPOSE: Oversee and facilitate the Christian education and formation ministries of First Presbyterian Church, working collegially and creatively with the church staff, Christian Education Committee, and church members.

ACCOUNTABILITY: The Director of Christian Education is accountable to the Pastor/Head of Staff.

STATUS: Full-time, exempt. **SALARY:** Commensurate with experience.

RESPONSIBILITIES:

Plan and coordinate ministry programs that educate and nurture children, youth, and adults to grow as faithful followers of the Triune God, working in tandem with the Christian Education Committee, church staff, and members of the church. Other duties as assigned.

- ***CALL PROCESS***

1. Facilitate the Christian Education Committee's *Call Process* for teachers and leaders for all educational ministries. This includes Sunday School, Children's Church, WNL/LOGOS, VBS and any other educational ministries of FPC under the supervision of the CE Committee. [See LOGOS Training for *Call Process*]. The call process is shared among the Christian Education Committee.

- ***SUNDAY SCHOOL***

1. Support all Sunday School teachers through regular contact, teacher training, curriculum development, gathering supplies, and assisting with tools and technology as needed.
2. Creatively launch the new Sunday School year using formats such as Homecoming Sunday, Genesis Sunday or Rally Day.

- ***CURRICULUM***

1. Facilitate selection of curriculum for all ages (including adults) and order materials in a timely fashion for Sunday School, WNL/LOGOS, VBS and other educational opportunities.
2. Stay current with curriculum that is from publishers across denominations and that utilizes a variety of learning styles for varied class levels and ages.
3. Facilitate the CE Committee's review and approval of all curriculum prior to the CE Chair reporting the curriculum selection to the Session.

- ***Wednesday Night Live/LOGOS (a seasonal, aprox. 24-week intergenerational ministry program)***

1. Work closely with the WNL/LOGOS Leadership to plan the schedule, call teachers and leaders, sustain a balanced four-part program, and evaluate WNL/LOGOS annually.
2. Work closely with the WNL/LOGOS Leadership to host Parents Meetings and invite all to be a part of this ministry. Publicize in the community.
3. Work closely with the WNL/LOGOS Leadership and the worship staff to graft the children and youth into the worship life of First Presbyterian Church. Seek to have children and youth lead in worship at least once monthly.
4. Attend LOGOS training as available and invite others to attend. Seek to sustain a strong base of trained leaders in the theology and practice of LOGOS.

- ***CHILDREN'S CHURCH & CHILDREN'S MESSAGE***

1. Work closely with the Children's Church Leadership to assure that adult leaders, curriculum, supplies and spaces are prepared.
2. Publicize the ages Children's Church includes and equip and encourage 1st graders to remain in worship as active participants.
3. Teach Children's Church as scheduled through CE Committee.
4. Lead the Children's Message in worship as scheduled by the Pastor.

- ***VACATION BIBLE SCHOOL***

1. With the Christian Education Committee determine the curriculum, schedule and leadership for Vacation Bible School.
2. Lead and or teach as needed.
3. VBS may be in conjunction with other churches in the community.

- ***SPECIAL EVENTS***

1. Promote enrichment of the spiritual life of children and youth by organizing and leading periodic special events. These may include picnics, bowling, movies, concerts, parties and other off-campus outings.
2. Arrange for appropriate transportation for special events in accordance with state laws, insurance restrictions, and local church policy.
3. Plan and promote a summer youth trip such as the GenOn Youth Summit (a LOGOS event) or PC(USA) Youth Triennium national gathering.

- ***FORMS***

1. Maintain a *Medical Information and Permission to Treat* form on file for each child and youth in WNL/LOGOS and those attending off-campus events.

- ***CHILD PROTECTION***

1. With the CE Committee and Session maintain a Child Protection Policy.
2. Maintain on file a completed Volunteer Form for each leader.

- ***BE MISSIONAL:***

1. With the CE Committee, plan at least one annual mission project that includes children and youth (separate or together) in service to others.

- ***FINANCES***

1. With the CE Chair, propose the annual budget for the ministries of Christian Education.
2. Call together a Fundraising Sub-Committee of youth parents and church members to help plan and accomplish all fundraisers, accountable to CE Committee.
3. Hold or co-sponsor a minimum of 3 fundraisers a year that support costs of summer conferences and mission trips. These may include but are not limited too: selling parking for Santa-Cali-Gon, a Rummage Sale, Chocolate Festival, and special dinners.
4. Maintain accurate records of fundraisers to be shared with the Session and make certain all funds are safely deposited.

- ***MEETINGS***

1. Attend all called and special meetings of the Christian Education Committee.
2. Attend church staff meetings as regularly scheduled.
3. With the CE Chair, maintain a monthly schedule of committee responsibilities and help draft the monthly agenda. The CE Chair runs the meetings.
4. Attend all monthly Deacon meetings and resource/nurture the Deacons in their call to this ministry of care and concern.
5. Attend all monthly meetings of the Fellowship Committee to help facilitate the Christian nurture of the congregation.

- ***PROMOTING AND SHARING***

1. Develop and maintain effective communication with the children, youth, and their parents through the website, newsletter, bulletin announcements, email, phone and in person.
2. Prepare sermon and preach on occasion as scheduled and agreed upon with the Pastor/Head of Staff.
3. Maintain and share contact lists with the Pastor and CE Committee.
4. Maintain professional and ethical practices when utilizing social media, establishing guidelines for its use in children's and youth ministry.
5. Create a Christian Education Brochure that includes Sunday School, LOGOS and all educational opportunities, in partnership with the New Life Committee.

COMPENSATION:

The Director of Christian Education will be compensated twice a month based on current wages. This is a full-time, exempt position with health insurance, vacation and sick leave as outlined in the Personnel Handbook, page 6.

EVALUATIONS:

In compliance with Church Personnel Policies, a written performance review shall be conducted annually by the Pastor and Personnel Committee.

Signed: _____

Date: _____

Acknowledgement of Job Description