

Classification: Exempt (part-time)

Reports to: Pastor

Approved:

Approved by: Session

Purpose of Position:

Lead the development, delivery and evaluation of Christian Education for all ages while relating to all church members and extensively involving volunteer leaders.

Primary Duties and Responsibilities

1. Lead Christian Education regular and special programming, including involvement in learning through mission activity. Ensure curriculum and activities for all ages support spiritual development opportunities and objectives.
2. Develop, implement and evaluate recruitment and training for volunteers, including utilization of delegated leadership opportunities, especially with commission members.
3. Build sustaining relationships which promote Christian Education and Mission del Sol with all ages of church members, the Presbytery and appropriate other churches or organizations. Ensure relationships with children and youth and their parents with each other, with staff and with the total church are developed and affirmed.
4. Collaboratively develop with the pastor, other staff, and appropriate commissions opportunities for children and youth to be involved in worship and all other possible activities.
5. Develop strategies for, plan for, implement, and participate in groups and activities for youth.
6. Ensure knowledge of available curriculum, learning opportunities, and educational trends in churches. Recommend creative educational ideas.
7. Ensure through delegated involvement or provide leadership for specific activities including Sunday educational classes, youth groups, small groups, confirmation, Vacation Bible School, mission trips, mission activities, Family Christmas Eve service, the Easter egg hunt, and other activities which are initiated.
8. Develop and distribute integrated communication to the church and to involved volunteers.
9. Provide needed mandated training and keep background checks updated, on file, and accessible to the Office Manager.
10. Coordinate with the Office Manager and ensure CE administrative data bases of volunteers, participants, attendance, teaching schedules, parent information, and outside contact information.
11. Arrange for and coordinate with the nursery attendant.
12. Be present at all worship services and for Sunday educational opportunities.
13. Develop, with the Christian Education Commission and the pastor, and monitor the CE budget and other resources.
14. Regularly meet with the pastor and other staff for coordination of all spiritual development.

Minimum Qualifications

Education: Pursuing or obtained Bachelor's Degree in religious studies or Christian Education, or equivalent experience.

Experience:

1. Strong administrative, educational, spiritual leadership and organizational skills
2. Excellent interpersonal team skills in working with staff, volunteers, parents, children/youth of all ages, and adults
3. Ability to recruit for, train, and enhance leadership and delegated responsibilities in serving children, youth, and adults
4. Ability to identify and envision short and long term Christian Education goals and priorities.
5. Ability to source, evaluate and select education resources

6. Ability to suggest and adhere to approved budget

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle or feel objects, tools, or controls. The employee is required to talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The incumbent will work in an office environment. The area is adequately lighted and ventilated. The location is a non-smoking environment.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

Compensation

Wage varies upon education, certification and experience.