

DIRECTOR OF CHRISTIAN EDUCATION

JOB DESCRIPTION

Reports to:	Head of Staff
Directly Supervises:	Nursery Staff
Status:	Full-Time
FLSA:	Exempt

JOB SUMMARY

The Director of Christian Education plans, implements, and supervises the approved educational ministry of the Community Presbyterian Church of Ben Avon for all ages.

Essential Functions

- Plan and organize, with the Christian Education Committee and the Adult Education Discipleship Committee, the educational ministry of the church.
- Select and maintain curriculum and spiritual reflection activities for preschool through adult education programs with committees' support.
- Implement and manage the Christian education programs for all ages, including: Sunday School (all year), Children's Day Camp, Youth Group, mission trips, retreats, and special programs in Advent and Lent, etc.
- Recruit, train, and supervise teachers and other volunteers for Sunday School and Nursery. With Safe Church team, ensure clearances are current.
- Collaborate with Pastor to do Time with the Children during worship, conduct confirmation class, and organize Avonworth Baccalaureate service.
- Assist in formulating the Christian Education budget and monitor expenses within the approved budget.
- Maintain current contact information to promote all Christian education activities using mailings, newsletter, announcements, and social media.
- Foster relationships with children and youth and their families.

Other Responsibilities

- Participate in weekly staff meetings
- Attend continuing education programs for spiritual and professional growth

Minimum Qualifications

- High School diploma and a Bachelor's Degree preferred
- Minimum of three years of ministry experience working in a church, organizing and leading Christian education programming
- Excellent written, oral communication, organizational, and networking skills
- Act 33/34 Clearances and FBI Fingerprinting
- Proficiency in Microsoft Word, email, web-pages, and social media
- Ability to express faith in the love of God, the grace of Jesus Christ, and the presence of the Holy Spirit

Core Competencies

- **Mission ownership:** Demonstrates understanding and full support of the mission, calling, invitation, and beliefs of CPCBA. Can teach those values to others. Leads committees to identify goals and programs, which are in line with the mission and calling of CPCBA. Utilizes knowledge of Presbyterian Church polity, theology, mission, and educational resources.
- **Spiritual maturity:** Vibrant faith and willingness to share with others and encourages others to grow in their Christian faith. Demonstrates the maturity and wisdom needed to provide structure, resources, and guidance for the spiritual growth process of children, youth, and adults. Models humility, teachability, accountability, and servant leadership in all relationships.
- **Biblical Knowledge:** Education in basic Bible knowledge. Able to interpret and apply Scripture to life situations. Guides others in the exploration and discovery of biblical truth and wisdom. Encourages and designs ways for others to engage in ongoing study and application of Scripture.
- **Interpersonal Skills:** Relates well with others. Demonstrates the skill of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in the spirit of love. Engages people positively, with a demeanor of optimism and grace.
- **Flexibility:** Accepts challenges of ministry with flexibility and humor. Able to creatively think outside the box to solve problems, resolve conflict, and keep the peace.