

Director of Christian Education Job Description

Responsibilities: The Director of Christian Education is responsible for working with the Christian Education Team and pastor to organize and resource Woodhaven Presbyterian Church's education programs, with an emphasis on children and youth, as well as to train church members for the task of teaching and leading Christian Education in a shared capacity.

Other responsibilities include:

- Coordinating education and special programming with the Christian Education Team.
 - Acquiring and adapting curriculum materials to conform with our Reformed tradition.
 - Recruiting, training, and supporting teachers.
 - Acquiring and organizing necessary study supplies.
- Coordinating and recruiting assistants to help develop children and youth group activities and programs.
- Recruiting and resourcing the Vacation Bible School Director and providing support the week of Vacation Bible School.
- Coordinating and teaching youth confirmation classes with pastor.
- Sharing in the leadership of worship to include children's time each week.
- Scheduling and chairing meetings of the Christian Education Team.
- Developing the Christian Education budget and following the budgetary guidelines set by Session.
- Updating bulletins, WE, newsletter, and any other publications to communicate the activities of the Christian Education ministry.
- Performing other duties from time to time as may be directed by the pastor.

Qualifications: The DCE should have sufficient training and experience necessary to assist in the nurture of the life of the church. The DCE must have a passion for Christian Education and possess the characteristics and qualities necessary for working harmoniously, effectively and confidentially with church members, pastor and other church staff.

Hours of Employment: 20 to 25 hours per week, this includes mandatory Sunday morning obligations.

Compensation: Commensurate with experience

Contact: Rev. Diane M. Baldwin, Head of Staff for Woodhaven Presbyterian Church
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