

Director of Christian Education
First Presbyterian Church, Albemarle, NC

Summary:

The Director of Christian Education (DCE) is a full-time position in our church for a talented and energetic individual. This person will work with Session, its committees, staff, and volunteers to plan, develop and execute Christian education programs for people of all ages. The DCE will help us evaluate our current programs and strengthen our offerings with creative, effective and faithful responses to areas of educational need.

Qualifications:

- A Bachelor's degree in Christian Education or training in theological education
- A passion for Christian Education of all ages
- Knowledge of current resources and models for Christian Education
- Strong leadership skills
- Effective communication skills
- Effective social media and computer/technology skills
- Administrative and organizational skills
- Effective volunteer management skills

Accountability:

Directly responsible to the Session of the church through the Christian Education Committee and the Personnel Committee. As a member of the church staff, the DCE is accountable to the pastor and will work closely with all members of the staff.

Objectives:

- Enhance existing programs and introduce new programs, initiatives, curricula, and other appropriate resources for children, youth, and adults.
- Recruit, train, and supervise volunteers to lead programs while also engaging in all areas of Christian education.
- Build an environment that encourages and supports children, youth, and adults in a lively, inquiring, and growing relationship with Christ.
- Coordinate and unify the educational activities of the church into an integrated and effective ministry of Christian education.
- In coordination with the pastor, provide for the pastoral care of children, youth, and their families through regular contact and availability.

Responsibilities:

General Christian Education

- Serve as ex-officio member of the Christian Education Committee (CEC) and advise the committee of educational needs within the church.
- Assist the CEC with the calling of teachers for all Christian Education programs, and provide for their enrichment, training, and support.
- Lead an annual Christian Education enrichment event (or retreat) for members of the (CEC) and other interested members.
- Maintain adequate educational supplies and resources both in the resource room and in the children's section of the library, including requests from teachers.

- Work with the pastor to integrate Christian educational opportunities and programs into the worship and life of the congregation.
- Assist in the planning of key seasonal events throughout the church year (i.e. Rally Day, Advent for All, Christmas Joy Program, Lenten programs, etc.)
- Plan intergenerational events where families can grow in faith and discipleship together.
- Plan and help implement summer experiences for children, youth, college students and families.
- Promote involvement with inactive children and youth of the church and their families.
- Participate in weekly staff meetings and other committee meetings as requested.
- Other duties as requested by the pastor or CEC

Children

- Coordinate Wednesday afternoon programming for children and youth by developing/obtaining curricula, recruiting volunteers, and supervising the program.
- Plan and coordinate summer children's programming (Music and Arts Camp).
- Coordinate with the Director of Music any opportunities for children to sing.
- Ensure that the Child Protection Policy is being properly followed by all Christian education volunteers.

Youth

- Coordinate programming for youth by recruiting and supporting volunteers, planning and leading regular youth group, and planning and leading youth mission opportunities.
- Organize and implement Confirmation Class for youth, coordinating with the pastor regarding curriculum, staffing, and process.
- Raise youths' knowledge of scripture and help develop their comfort level to understand, speak of and live the Christian faith.

Evaluation: Performance reviews will be conducted annually by the Personnel Committee. The Personnel Committee will review the adequacy of compensation after the annual review each year.

Hours and Benefits:

- The position will be full-time at 40 hours per week. This will include Sundays and some evenings as programs require.
- Salary begins at \$44,000, commensurate with experience.
- Mileage will be reimbursed at maximum rate allowed by IRS.
- Vacation time: 4 weeks per year
- Health insurance and other benefits are available through the PC(USA) and are negotiable.
- Continuing education: 2 weeks per year.

Contact

For inquiries or to submit resumes, please email mdrumheller@fpcalbemarle.org.