

# **First Presbyterian Church – Mesquite**

## **Job Description - Director of Christian Education – Full Time**

### **Purpose:**

- Work with the Session in planning for, developing, and supervising the Christian education of the church in accordance with the policies and directions of the Christian Education Committee

### **Qualifications:**

- College degree, D.C.E. certification, or equivalent experience
- Espouse a Christian Theology consistent with the Presbyterian Church tradition
- Conversant in Scripture and theology
- Be able to communicate and listen
- Have the initiative, determination, and patience to develop plans and see projects through to completion
- Have the qualities of an effective leader
- Have qualities that are supportive and encouraging
- Previous experience is preferred

### **Accountability:**

- Accountable to Pastor, as head of staff and the Christian Education Committee in the performance of his/her duties

### **Responsibilities:**

- Provide oversight of all Christian education programs
- Coordinate and unify the education activities of the church into an integrated and effective ministry of Christian education
- Counsel with the Christian Education Committee, Minister, and Director of Music Ministries to provide a Christ-centered educational program for First Presbyterian Church of Mesquite that will conform with the doctrines and polity of the Presbyterian Church USA

- Serve as supervisor to the Sunday School Superintendent, Vacation Bible School Director, and other church programs
- Responsible for providing nursery personnel for Sunday School, church services, and at other church programs
- Schedule and supervise childcare staff
- Attend and/or encourage attendance by teachers, CEC members, and Youth Advisors at the various camps, retreats, conferences, and leadership opportunities of Presbytery, Synod, and General Assembly
- Supervise and mentor a Youth Director in the development of a comprehensive youth program, working to coordinate the various people and programs involved: church school classes and teachers, Youth Fellowship groups and their sponsors and career guidance and individual counseling.
- (Prepare plans) Responsible for Children's Sermons, Children's Church, and Extended Sunday School Session and to obtain volunteers for each class
- Work with Youth Director toward a comprehensive approach in youth programming which includes a balance of experience of education opportunities, fun projects, and mission work projects
- Work with Youth Director to recruit and train lay sponsors for Junior and senior High Fellowship groups The lay sponsor's work is to supplement and complement the Director of Christian Education's own work with youth groups
- Visit and observe all classes of the Church School as often as possible, with or without invitation, so as to familiarize themselves with the program on class level as well as be in position to be helpful to the officer and teachers
- Consult and coordinate with the CEC to order curriculum and Christian education supplies
- Be present on Sundays for Sunday School, Children's sermon, and Children's Church to oversee all youth activities
- Recruit, train, and support teachers/subs and youth advisors in cooperation with the Pastor, Sunday School Superintendent, and Youth Director including an ongoing program of training to continue development of new teachers
- Submit programs and plans to the Pastor and Christian Education Committee before initiating them

- Assure that teachers are in place on Sunday mornings or other occasions and secure subs if necessary
- Oversee the maintenance of various education related checking accounts (Youth, Wednesday Church Night, etc.)
- Act in a supervisory capacity with the Youth Director

**Evaluation:**

- Performance review will be conducted annually (before Budget and Finance Committee begins work on the next year's budget) by the CEC and the Pastor

**Benefits:**

- Vacation – Two weeks/year (1 week after first six months, 2<sup>nd</sup> week after 1 year of service); Three weeks/year after 2 years service
- Educational Leave – Two weeks/year for approved (by CEC) educational leave
- Insurance – available with options negotiable

**Compensation:**

- TBD by Session – (the average compensation for this area of the US was approximately \$30K-\$40K total effective salary, depending on experience)