



Parish Resource Center

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Lancaster, PA 17602

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Parish Resource Center – Lancaster, PA
Job Description
Christian Education/Religious Education Consultant
May 2017

Summary Interpretation of Role

The Christian Education Consultant works directly with PRC member churches, along with the PRC Executive Director and other PRC staff and consultants. The Christian Education Consultant provides one-on-one consultations for member churches, leads and/or plans PRC Christian Education workshops (in partnership with other PRC staff), works closely with the PRC Executive Director on PRC events, maintains and builds relationships with member and nonmember churches, and responds to phone calls, emails, and visits from PRC members and the public.

Qualifications

General

- Mature, professional and committed Christian who is respectful of confidential and sensitive, personal information
- Strong interest in the church
- Excellent customer service skills
- Willingness to perform a broad variety of tasks, both routine and specialized
- Contributes to a collaborative, teamwork environment
- Able to receive instruction as well as manage the work of others, if requested by Executive Director
- Strong critical thinking and problem-solving skills
- Resourceful and highly organized with close attention to detail
- Able to be a self-starter, able to work independently
- Excellent communication skills

Educational

- A college education is required. Seminary training is a plus.

Specific

- Must have experience providing Christian Education leadership in a congregational setting
- Must be proficient in office technology and software, particularly word processing, spreadsheet creation and use, email communication (either in PC or Mac environments)
- Experience working with contact databases preferred
- Must be comfortable with the concepts and practice of using the internet
- Familiarity with online collaboration and social media is a plus
- Must have child abuse clearances, criminal background check, and fingerprinting (or willingness to obtain these immediately upon employment)

Duties & Responsibilities

The Christian Education Consultant is responsible for leading, with input from other PRC staff, the PRC's Christian Education program in two main focus areas: consultation and programming

- Set appointments, prepare for appointments, and consult with PRC member congregants and staff in need of Christian Education support
- Consult with PRC member congregants who drop in at the PRC
- Identify activities/initiatives that will assist the PRC in moving towards and implementing a vision and strategy within the consultant's area of responsibilities. Develop a plan for those activities/initiatives
- Plan and/or lead PRC Christian Education workshops (in coordination with the Executive Director)
- Develop and build relationships with PRC member and nonmember churches
- Provide activities, resources, and guidance to help PRC member churches nurture the development of Christian faith and practices in their children and adults
- Regularly evaluate the effectiveness of the PRC's Christian Education programming
- Various tasks and projects, as directed by the Executive Director, typically driven by upcoming events and initiatives

Hours and Physical Requirements

- Currently two 20-hour per week positions, or one full-time position. Actual days/times of work can be shaped at the time of hire in conjunction with the Executive Director, but some evenings and the occasional weekend required
- Ability to lift up to 25 lbs., to climb a flight of stairs on a regular basis, has a current driver's license and comfortable, personal mobility

Reporting Relationship

PRC Christian Education Consultant reports directly to the Executive Director, who provides direction and oversight of his/her overall workflow and workload. PRC Christian Education Consultant also maintains close working relationships with PRC staff consultants and other PRC staff members.

Please submit a cover letter and resume to kate@parishresourcecenter.org.