**MOUNTAIN BROOK PRESBYTERIAN CHURCH**

**POSITION DESCRIPTION**

**DIRECTOR OF CHRISTIAN EDUCATION (PART-TIME)**

**Purpose**

To work with the Christian Education (CE) Committee and the Pastor in planning, developing and supervising the Christian Education ministry of the church, in accordance with the policies and direction of the Session.

**Responsibilities**

1. Serve and minister to the children of MBPC
2. Serve as a resource to the CE Committee in its mission to plan, develop, organize and oversee the education program of MBPC, including making recommendations on curriculum, supplies and budget
3. Hire and supervise paid nursery workers for Wednesday evenings and Sunday mornings (this implies attendance on Sundays)
4. Teach children during the Wednesday evening program and assist in recruiting volunteers from the congregation to help with its various activities
5. Plan children’s activities for on and off church property; chaperone children attending the elementary presbytery retreat
6. Help promote MBPC and its Christian Education ministry to the greater community via the church’s website and social media

**Personal Requirements**

The Director of Christian Education must:

1. Profess a Christian faith; the Director will have a thorough knowledge of scripture and understand the basic tenets of reformed theology
2. Be familiar with Christian education fundamentals and resources
3. Show evidence of being both a self-starter and team player
4. Work well with church members of all age groups
5. Dress appropriately for church setting, yet comfortably enough to work with youth
6. Complete 25 hours of work, weekly, including attendance at the monthly CE meeting

**Responsibility and Performance Evaluation**

The Director of Christian Education reports to the Session and is under direct supervision of the Pastor. This is a part-time position; the hours and hourly rate are established and modified by the Session, with advice from the CE Chair