

First Presbyterian Church of Lapeer

Christian Education Director— Job Description

Purpose: To supervise and coordinate the development of the Christian Education Committee's vision by implementing and successfully executing programs in the following areas:

- Sunday School
- Youth Ministries
- Other program areas as determined by the Christian Education Committee

Responsibilities:

Christian Education Committee: Be an active committee member

Sunday School- The CE Director is present during Sunday school hours.

Implement programming for pre-school through 12th grade that:

- Increases Spiritual growth
- Maintains a high level of interest by those attending
- Utilizes appropriate curriculum
- Has activities and materials that are age appropriate
- Is staffed by people who want to teach
- Ensure teachers/volunteers are adequately trained in the curriculum and have signed necessary policy statements and have undergone background checks

Nursery-Ensure the program has competent personnel in the nursery as needed

VBS- Selection, coordination and implementation of appropriate program. Recruit volunteers. Will actively participate during VBS week.

Youth Ministry- Promote lifelong discipleship and spiritual leadership of young people.

1. Be a resource to the adult and youth leadership. Where necessary, search and obtain curriculum(s) and related materials.
2. Support youth trips through coordination of activities, fund raising, and assist with acquiring chaperones.
3. Scheduling of youth activities by being knowledgeable of the church calendar and local school schedules and activities, working closely with youth leaders.
4. Planning and coordination of seasonal events, working closely with youth leaders.
5. Obtain signed permission slips for all activity participants

6. Be knowledgeable of Presbytery, Synod, and General Assembly Youth activity opportunities.

Qualifications:

- Able to express a personal faith in Jesus Christ
- Agree to a background check to confirm resume/application information
- A minimum of a High School Diploma (post-High School education desirable)
- A desire to minister to children and youth
- Group/youth leadership experience
- Excellent oral, written, and media communication skills
- Good organizational skills

Supervision and Evaluation:

- The Christian Education director reports to the Pastor of the church, or, to the Chairperson of the Christian Education Committee in the event that the Pastor is unavailable.
- Christian Education related program planning is completed at the direction of the Christian Education Committee and reported to the Session by the Christian Education Committee Chairperson.
- The Pastor and the Personnel Committee conduct an annual Performance Evaluation of the Christian Education Director.

Work Schedule:

- Flexible schedule with an average of 15 to 20 hours per week, including Sundays
- Negotiated wages are paid on a bi-weekly basis.

For more information, please contact:

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