

Western Boulevard Presbyterian Church

Director of Christian Education & Community Engagement

2022

Position Qualifications:

- Bachelor's degree preferred or equivalent directly related experience
- Minimum 2 years experience in Christian leadership or related field
- Intermediate level knowledge of MS Office 365 Software
- Knowledge of Google Suite and Canva preferred
- Passion for Christian education
- Strong communication and organization skills
- Capacity for teamwork with pastors and church leaders

Hours: Full time position, remote and in office work totaling 40 hours per week. Sundays, some evenings and some holidays required.

Accountability: Church Pastor

Benefits Available: Medical, Dental, Vision, Disability, Retirement, PTO

Salary: Commensurate with experience

Responsibilities:

Ministry to Youth

- Lead Youth Group activities for 6th-12th grades, including weekly youth group meetings during the school year.
- Coordinate and chaperone camps, conferences, mission trips, and other events that strengthen and promote the mission of the church and service to our Lord.
- Strive to keep the youth engaged in denominational activities, retreats and conferences (i.e. Presbytery of New Hope retreats, Montreat and Massanetta youth conferences).
- Recruit volunteers for programs as needed.
- Supervise and support volunteer youth advisors.
- Strive to nurture leadership skills in the youth.

Christian Education

- Provide resources for Christian Education programs (curriculum, nursery supplies, etc.).
- Assist CE Committee with recruiting and training church members for the task of teaching and leading Christian Education.
- Assist with the hiring, training, and supervision of our nursery workers.
- Develop meaningful relationships with children, youth, their families, and adults.
- Coordinate and lead safe child policy workshops for the congregation in tandem with the CE committee.
- Recruit and resource the Vacation Bible School Directors and provide support the week of Vacation Bible School.
- Coordinate and teach youth confirmation classes with the pastor.

Fellowship and Community Engagement:

- Act as the main point of contact between Fellowship and Evangelism Committees to ensure coordination of events for the benefit of the congregation and community at large.
- Assist with developing meaningful social engagement and activities that carry out the missions of WBPC, including the Matthew 25 Initiative.
- Coordinate with WBPC partner groups (Preschool, Aventura West, Scouts, others) to foster greater integration with the life of the church.
- Develop relationships with community groups.

General

- Coordinate activities of the Christian Education, Fellowship and Evangelism committees.
- Attend Christian Education, Fellowship, and Evangelism Committee Meetings, serve as staff liaison to said committees.
- Provide content to the social media coordinator for areas of report.
- Attend monthly staff meetings.