

**FIRST PRESBYTERIAN CHURCH, PORT HURON (June, 2023)**  
**CHRISTIAN EDUCATION DIRECTOR**  
**(Based on 20 Hours per week; Annual Salary: \$17,680)**

We are looking for someone who has a strong faith, with communication skills to express that faith, and who has experience working with children, youth, parents, and volunteers, helping to develop their faith in a joyful and meaningful way. We are looking for someone who will be creative, drawing outside the lines to share the love of Christ in new ways.

**Primary duties and responsibilities**

The below description is not intended to be all encompassing or to give the impression that there will not be other job functions, as the staff person and the job intertwine.

- Work with the Pastor, Christian Education Committee and Volunteers; Marketing/Media Specialist; Membership/Outreach Committee; and Administrative Assistant, to facilitate and publicize a well-rounded Christian Education program for children and youth. Assist families in the church to raise their children in the faith, and to reach out to families in the community to help them discover God's love in the church community.
- Communicate, when needed, with the Properties Committee and the Custodian to make sure that the Christian Education area is well prepared to meet the needs of a Christian Education program.
- Be vigilant and comfortable in recruiting volunteers to the many tasks of a Christian Education program. Organize, coordinate, and support volunteer leaders who assist in the Christian Education program, providing them with training, educational opportunities, resources and encouragement to do their job. Provide the Christian Education Volunteers with the curriculum and the supplies they need; with explanation of the lessons, if need be.
- Develop and supervise the nursery staff.
- Organize in a creative way, activities such as church school classes, faith development events, Christian summer programs (including Vacation Bible School), mid-week educational events; and special events such as children's worship leadership and service projects, fulfilling the purpose of helping children/youth find faith in Jesus Christ. There may also be times that you will teach in the Christian Education program.
- Develop or adapt age-appropriate curriculum and lesson plans for children's programs and projects. Weekly, print Children's Bulletins and restock Activity Bags. Regularly, communicate with regular-attending families and new families, through various communication tools to keep them aware of upcoming events and to build relationships.

- Oversee the Christian education calendar, publicizing events throughout the congregation and the community, via social media and through other viable communication tools. The Marketing/Social Media Specialist will be a resource.
- Attend the Christian Education Committee meetings, any called staff meetings, and any other group where input or feedback is needed.

**Desired Talents and Qualities in a Christian Education Director:**

- A strong Christian faith and the ability to share that faith with children, families and volunteer adults
- A developmental understanding of children/youth; patience with the needs of children/youth; and love for children/youth
- Skill in recruiting, encouraging, supporting and equipping volunteers in the Christian Education ministry
- Organizational and communication skills; ability to do the hands-on work but also to be able to delegate tasks
- Willingness to be a team player with the church staff and the Christian Education team
- Teachable attitude, positive outlook, joyful spirit, an active prayer life and friendly towards all, especially new families to the church
- Willingness to participate in drug and background checks prior to hire.
- Willingness to review the employment guidelines and policies prior to hire.

June, 2023