



POSITION DESCRIPTION

POSITION: Director of Christian Education

SALARY: Negotiable, commensurate with experience

RESPONSIBILITIES:

This listing includes those duties and responsibilities most typical of those required of the employee. No priority is suggested by the order of this list.

- Act as Superintendent of Sunday School and as such, be responsible for:
 - Staffing the Sunday School with teachers and any other assistance desired with the help of the Board of Christian Education.
 - Communicating with teachers and assistants to relay information necessary to ensure the smooth operation of the Sunday School.
 - Maintain a record of students and average attendance by grade level.
 - Check in curriculum orders, distribute to classrooms, and change amounts ordered when needed.
 - Research and recommend special school activities and seasonal pageants.
 - Stock resource room with needed supplies.
 - Coordinate with The Board of Christian Education and The Board of Trustees for purchases and expenses as required.
 - Maintain school bulletin boards with appropriate seasonal information.
 - Maintain digital communications on behalf of the Sunday School including Facebook posts, emails, website entries, etc.
 - Plan and coordinate the end of school year Sunday service. This will include certificates for students, attendance pins, and teacher appreciation gifts. The Board of Christian Education will assist.
 - Routinely communicate with the congregation by public announcement during church services in addition to email and other communication means as required.

- Act as facilitator for the Church Youth Group
 - Coordinate and facilitate regular youth group meetings and activities. Youth should be involved as much as possible in all decision making.
 - Coordinate the help of others as needed for activities, transportation to meetings, etc.
 - Coordinate retreats and mission trips for youth including but not limited to Pilgrim Lodge.

- Administrative Duties
 - Attend monthly Board of Christian Education meetings.
 - Report on activities and make recommendations to the Board of Christian Education.
 - Communicate with the Pastor, Board of Christian Education members, and other Boards as necessary.

ACCOUNTABILITY

The Director of Christian Education shall call upon the Pastor or the Board of Christian Education for advice and counsel pertaining to the execution of these responsibilities. If questions arise which, after discussion, cannot be resolved, the Director of Christian Education shall consult the Chairperson of the Board of Trustees with input from the Church Moderator, Minister, and the Executive Council.

YOUTH PROTECTION

An essential function of this position is the protection and safety of the youth of this congregation. It is the responsibility of everyone in the church to ensure the safety, confidence, and trust of all children in our care; however, unique responsibility will lie on the Director of Christian Education. The Director of Christian Education shall be vigilant to ensure that the highest ethical and moral standards are met through the operation of the Christian Education Program. While it would be impractical to create an all-inclusive list of scenarios, some examples would include:

- The prohibition of mature or otherwise inappropriate humor.
- Whenever practical, limiting one-on-one contact between adults in children in closed settings.
- Ensure adequate supervision for children at all times, especially when there are gaps in age.
- Reporting any and all safety concerns to both the Board of Christian Education as well as the parents/guardians of the affected children.
- Maintaining confidentiality when exposed to sensitive or personal information of youth and families.
- Recognizing when a child or children have given you information that must be shared with appropriate authorities (e.g. reports of abuse, etc.).

COMMITMENT

This position is a part time position, which will require:

- Two hours, on church property, every Sunday during the school year.
- Between one and three hours of preparation work for Sunday school each week.
- Both routine and irregular time commitments to support youth group activities depending on participation levels
- Monthly commitment to administrative tasks and meetings (e.g. Board of Christian Education meetings, etc.).
- Increased hours during holiday seasons and special events (e.g. pageants, parades, concerts, etc.).
- Preparation work before the school year commences.