

Madison Square Presbyterian Church

Director of Community Connections & Education

Reports to: Pastor/Head of Staff **Date:** January, 2018
Relates to: Office Administrator, Parish Associate, Adult Education Committee, Children's & Youth Committees, Community & Membership Committee, members and friends of the congregation
Status: Part-time; est. 20 - 25 hours per week, various hours as negotiated
FLSA: Exempt

Job Summary

The Director of Community Connections and Education works with the pastor and various committees of the church to create, plan, and supervise Christian Education activities and cultivates relationships and a sense of community between church members.

Essential Functions:

- Plan and coordinate congregational events that foster relationship and connection
- Coordinate Sunday morning education programming
- Cultivate and train lay leadership
- Serve as an ex-officio member on Adult Education, Children & Youth, and Community & membership committees
- Recommend curriculum
- Recommend budget allocations for education and fellowship events
- Plan seasonal celebrations (Epiphany pageant, Easter Sunrise, Church in the park, etc)
- Oversee VBS
- Coordinate camp experiences for youth
- Network with other area church educators
- Network with Presbytery Youth Connection
- Connect with Child Development Center and lead chapel
- Assist with other areas of ministry where appropriate

Skill Requirements/Qualifications

- Training and/or experience in Christian theology, Children's development, and or education
- Ability to maintain confidentiality in all matters
- Excellent communication, organization, and interpersonal skills
- Proficient computer/technology skills
- Ability to relate to a variety of people

Benefits

- Paid vacation for 4 weeks, including Sundays
- 2 weeks study leave
- Contribution toward continuing education/study leave