

## **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