

Director of Christian Education

Hope Presbyterian Church

1. Responsibilities – The Director of Christian Education will, in cooperation with the Pastor, Session and Christian Education Committee, create, lead, and coordinate a comprehensive program of education and nurture for persons of all ages.

a. Children's Ministries

1. Recruit volunteers to lead the children's Sunday School program each Sunday. Different activities include: Sunday library time, video time, computer time, and music time.
2. Plan and lead the children's story during worship time.
3. Plan and direct curriculum for Vacation Bible School and recruit volunteers.

b. Youth Ministries

1. Recruit and recommend adult leaders to the Christian Education Committee.
2. Support and provide training opportunities for adult leaders.
3. Plan & attend youth meetings, retreats, community service and other events.
4. Create positive and supportive relationships as well as a stable environment for the youth, parents and leaders. Be aware of certain circumstances with teens.
5. Conduct confirmation classes with the Pastor.
6. Provide transportation for Youth.

c. Family Ministries – In the Future

1. Create a package of programs and events to enhance the Christian experience of families.
2. Provide opportunities for fellowship, recreation, and support among families sharing similar experiences: childbirth, elementary age, teenage, empty nest, etc.
3. Enlist members of the congregation and community to lead training, enrichment events in family concerns: parenting, communication, divorce, etc., while working closely with the Pastor. Counseling may require someone with expertise in that area.
4. Create positive and supportive relationships with the families of the congregation to better recognize needs.

d. Other Duties

1. Request and maintain background checks on all volunteers as needed.
2. Supervise the maintaining of educational supplies and equipment, resources and rooms.
3. Coordinate with the children and librarians in securing books and resources.
4. Coordinate with the music department in planning, sharing space, equipment and resources for children's musicals, dramas and other creative events.
5. Coordinate with the staff of Hope Creative School in cooperative use of rooms and equipment.

Director is to be in the office at least 2 -3 designated days during the “work” week.

e. Education & Experience

1. College education required at least 2 years.
2. Prefer 3-5 years of on the job experience with youth & Christian Education background.