

Director of Christian Education

The Director of Christian Education is responsible for developing and delivering a comprehensive program of Christian Education for children, youth, and adults. It is important that the Director inspires and excites the children, youth, and adults to learn and study the faith by communicating and demonstrating a personal passion for Jesus Christ.

Qualifications and Aptitudes

- Has a bachelor's degree, preferably in Christian Education. However, in lieu of education, extensive experience working with youth and their families may be acceptable.
- Embraces Reformed Theology and the Presbyterian Church (USA)
- Has a vision and a demonstrated ability to plan, develop, coordinate, manage, and implement children, youth, and adult ministries
- Possesses an ability to work effectively with individuals of all ages
- Possesses excellent written and oral communication skills
- Possesses proficient use of technology, specifically Microsoft Office and social media applications
- Possesses a proven ability to recruit, coordinate, and train volunteers, and delegate responsibilities when necessary
- Maintains a safe driving record
- Manages personal and professional life effectively

Responsibilities

- Develops and oversees the Christian Education program for toddlers through adults
- Plans and coordinates Vacation Bible School
- Plans and coordinates mid-week programs, including youth groups
- Discovers ways to engage congregants, youth, and families through seasonal activities
- Recruits and equips leaders and volunteers

- Ensures that all volunteers, leaders, and staff comply with the Child and Youth Protection Policy and all other church policies
- Oversees and coordinates all church curriculum
- Plans and coordinates youth activities, including retreats, conferences, and mission opportunities
- Coordinates annual Youth Sunday Service
- Ensures effective communication with youth, families, and congregants.
- Plans fundraising opportunities to support youth programming
- Engages in the life and activities of youth and families
- Develops and coordinates Christian Education programming communications, including regular publicity, social media accounts and newsletters

General Responsibilities

- Attends staff and session meetings
- Liaisons with Christian Education Ministry and other ministries as needed
- Participates in the development and maintenance of Christian Education Budget
- Maintains and organizes Christian Education supplies
- Performs other duties as assigned
- Reports to the Head of Staff

Bayside Presbyterian Church reserves the right to change or modify this job description at any time.

Nothing in this position description constitutes an employment contract, and the Employee maintains the right to resign from employment at any time. Similarly, the Employer has the right to terminate its employment of the Employee at will, at any time, for any or no reason, with or without cause, consistent with the employment-at-will doctrine.