

CHAPEL HILL PRESBYTERIAN CHURCH
JOB DESCRIPTION
CHRISTIAN EDUCATION ASSOCIATE

March 12, 2008

Title:

Christian Education Associate

Purpose:

The Christian Education (C.E.) Associate is responsible for planning, leading and developing congregational faith formation at the direction of the Christian Education (C.E.) Committee, the Personnel Committee, the Session, and the Pastor of Chapel Hill Presbyterian Church (CHPC).

Accountability:

The C.E. Associate will function to facilitate the educational programs at CHPC after prayerfully discerning guidance of the Spirit, and seeking direction from the pastor, Session, and the Christian Education committee.

Responsibilities:

- Review curricula.
- Serve as a theological consult for teachers and learners.
- Teach in the classrooms as needed.
- Communicate with ministerial team, committees and the congregation.
- Provide written communication each month for the church newsletter.
- Develop Advent programming.
- Develop Lent programming.
- Plan and participate in the summer Vacation Bible School Program.
- Plan and participate in the Wednesday Night Live Program.
- Facilitate the Church Buddies intergenerational mentoring program.

Relationships:

Accountable to the Pastor and the Christian Education (CE) Committee in the performance of their responsibilities. Relates to the associate presbytery executive for nurture and for resourcing coordination and service.

Evaluation:

Performance reviews will be conducted annually by the Pastor and Session, the Personnel Committee, and a representative from the CE Committee. Session and the Personnel Committee will annually review the adequacy of compensation for this position.