

**POSITION DESCRIPTION: DIRECTOR OF CHRISTIAN EDUCATION (Part-Time Exempt)**

**PURPOSE:** To lead Southminster Presbyterian Church in Christian education for children and adults.

**ACCOUNTABILITY:** The Director of Christian Education reports to the Pastor/Head of Staff. The Child Care Workers report to the Director of Christian Education.

**WORK WEEK:** This position is for 20 hours per week.

**BENEFITS:** The total compensation and benefits package shall include Effective Salary, study leave, and vacation as negotiated in the letter of hire and subsequent Changes in Compensation. The Changes in Compensation shall be approved by the session. Other benefits are according to the policies for professional exempt employees as set forth in the Personnel Policy Manual.

**RESPONSIBILITIES:**

1. Provide leadership in Christian education ministry, serving as staff resource for children's and adult education. Recruit and equip laity for Christian education roles.
2. Serve as a member of and staff resource to the Learning Council and its committees, working with them to select curriculum for all ages, establish and monitor the annual budget, and outline and implement goals that support the mission of Southminster Presbyterian Church.
3. Oversee the nursery and supervise the Child Care Workers. This includes but is not limited to training and scheduling Child Care Workers; recruiting, training, and scheduling volunteers; contacting visitor families; and purchasing snacks and supplies and doing laundry for the nursery.
4. Provide leadership for the Learning Resource Center.
5. Provide leadership support as needed for Vacation Bible School.
6. Participate in the connective nature of the Presbyterian Church (U.S.A.) in matters of Christian Education (e.g., with the Presbytery of the Miami Valley and other judicatories).

**POSITION REQUIREMENTS:**

1. Has a strong commitment to Christ and to Christian education.
2. Is experienced in Christian education ministry.
3. Possesses a baccalaureate degree in Christian education; or possesses or is working towards certification as a Presbyterian Certified Christian Educator or a Certified Associate Christian Educator or a similarly credentialed Christian educator of another Protestant denomination.
4. Exhibits solid interpersonal, planning, teaching, and mentoring skills.

**RELATIONSHIPS:** The Director of Christian Education is a member of the professional staff and works with the Pastor/Head of Staff, with the Child Care Workers, and with the Learning Council, associated committees, and lay educators. The Director of Christian Education supervises the Child Care Workers.

**EVALUATION:** Performance evaluation and salary review will be conducted annually by the Pastor/Head of Staff with participation by a member of the Learning Council and a member of the Personnel Committee.

**APPROVED:** July 13, 2009

**SIGNED BY INCUMBENT:**

\_\_\_\_\_ Date: \_\_\_\_\_