

POSITION DESCRIPTION: INTERIM CHRISTIAN EDUCATOR (Part-Time Exempt, July 1 to December 31, 2011)

PURPOSE: To serve as a member of a team of clergy and lay people to offer a year-round ministry of Christian education.

ACCOUNTABILITY: The Interim Christian Educator reports to the Pastor for Learning and Community.

WORK WEEK: This position is for an average of up to 20 hours per week.

BENEFITS: Benefits are according to the policies for professional exempt employees as set forth in the Personnel Policy Manual.

RESPONSIBILITIES:

1. Meet regularly with the Pastor for Learning and Community and serve with teams of clergy and other paid staff, Learning Council members, and members of committees of the Learning Council.
2. Specifically focus on children's Christian education and faith formation ministry, coordinating with children's ministry lay people and directing and overseeing education and formation for children from birth through grade five.
3. With other leaders, plan a year-long calendar of experiences for children from birth through grade five and their families.
4. Take responsibility for ensuring the planning for and implementing and evaluating of all children's ministry education/formation programs and events. This includes but is not limited to current programs of the Wednesday evening WOW! It's Logos program, Vacation Bible School, workshop rotation Sunday School, Fourth and Fifth Grade Fellowship, Children and Worship, and recognition times for children in the adult worship service (i.e., kindergarteners, Bibles for third graders, acolyte training, Holy Communion training, and Baptism anniversaries).
5. With lay leaders, educate the congregation about the importance of ministry with children.
6. With lay leaders, recruit, train, and supervise volunteers who work with children's programs.
7. Plan and coordinate yearly recognition of youth and adults who serve in leadership capacities in the children's education/formation ministries.
8. Serve as a staff member of and resource person to the Learning Council.
9. Attend staff meetings monthly.

POSITION REQUIREMENTS:

- Has a strong background in the Christian faith.
- Has a strong Christian commitment to children's education and faith formation

ministry.

- Has a background and a degree in education.
- Exhibits good interpersonal and teaching skills.
- Demonstrates the ability to work harmoniously and compassionately with parents and children.
- Is able to be decisive in crisis situations but also flexible and of a collegial spirit.
- Is committed to being present on Sunday mornings, Wednesday evenings, and other occasions on which programs for children are offered. This includes Christmas Eve.

RELATIONSHIPS: The Interim Christian Educator works with children's ministry lay leaders; the Learning Council and its Children's Education Committee, WOW! It's Logos Committee, and Young Children's Education Committee; and with other lay persons and clergy in a team environment. The Interim Christian Educator reports to the Pastor for Learning and Community.

EVALUATION: At the close of the interim period, a performance evaluation will be conducted by the Pastor for Learning and Community, with input by the Learning Council chair.

APPROVED: May 9, 2011

SIGNED BY INCUMBENT:

_____ Date: _____