

First Presbyterian Church, Edwardsville, IL  
Position Description

**Title:** Christian Education Director

**Purpose:** Direct, grow, and nurture the Christian Education ministry at First Presbyterian Church Edwardsville

**Qualifications:** The ideal candidate will possess the following:

- Certification in Christian Education ministry.
- Experience in Christian worship, fellowship, service and education.
- Familiarity with the Presbyterian Church (USA).
- Leadership experience.

**Accountability:** The Christian Education Director (CED) shall have primary accountability to the Pastor as head of staff. This is a full-time position without prescribed hours as activities and needs fluctuate throughout the year and with Christian seasons. It is expected that all duties and responsibilities will be fulfilled on time per the activity or seasonal needs.

**Key Position Responsibilities:** The duties required in this position fulfill three interrelated but distinctive professional roles: a Congregational Leader to equip our community of faith for the praise and service of God; a Practicing Theologian to nurture our community of faith; and a Community Witness that participates in God's mission in the world. The listed percentages provide an expectation for the approximate proportion of time working in each of these three roles.

<b>Key Position Responsibilities</b>
<u>Congregational Leader (70%)</u>
<ul style="list-style-type: none"><li>• Assess needs of each level of Christian Education and create methods of meeting needs. Supervise implementation and assess effectiveness of methods at meeting these needs</li></ul>
<ul style="list-style-type: none"><li>• Coordinate with Faith Formation, Youth, and Adult Sunday School teams, as well as other church study groups to select curriculum and implement training sessions. Responsible for purchasing and distributing the curriculum materials</li></ul>
<ul style="list-style-type: none"><li>• Teach annual Confirmation Class to prospective confirmands.</li></ul>
<ul style="list-style-type: none"><li>• Organize, advertise and implement events to keep our youth involved in Christian fellowship and recreational activities. Create opportunities to involve youth who are not already part of this program in order to grow the program</li></ul>
<ul style="list-style-type: none"><li>• Provide opportunities for older members of our congregation to engage in activities and relationship with youth.</li></ul>
<ul style="list-style-type: none"><li>• Purchase supplies needed by all levels of curriculum within budget allowances.</li></ul>
<ul style="list-style-type: none"><li>• Keep the congregation informed as to activities of Sunday School classes, Youth activities and adult study groups.</li></ul>
<ul style="list-style-type: none"><li>• Oversee nursery supervision and coordinate coverage by Nursery Attendant and volunteers</li></ul>

<ul style="list-style-type: none"> <li>• Connect educational ministries with all other church programs.</li> </ul>
<ul style="list-style-type: none"> <li>• Teach classes, groups, and congregational leaders.</li> </ul>
<p><u>Practicing Theologian (10%)</u></p>
<ul style="list-style-type: none"> <li>• Promote engagement of all members in Sunday School and other special study groups and classes</li> </ul>
<ul style="list-style-type: none"> <li>• Provide guidance and coordinate delivery of Children’s sermon and Good Shepherd program</li> </ul>
<ul style="list-style-type: none"> <li>• Assist the Pastor with Worship, as needed.</li> </ul>
<p><u>Community Witness (20%)</u></p>
<ul style="list-style-type: none"> <li>• Develop and implement community outreach programs to develop a robust Children’s Education department</li> </ul>
<ul style="list-style-type: none"> <li>• Develop relationships in our surrounding community in order to market educational programs and activities as outreach potentials</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and implement curriculum and activities for Vacation Bible School.</li> </ul>
<ul style="list-style-type: none"> <li>• In concert with Youth Committee, plan summer Youth Mission Trips for High School and Middle School students.</li> </ul>

**Characteristics of the Christian Education Director:** In addition to the professional qualifications, the Christian Education Director is expected to demonstrate professional behaviors that foster teamwork within the church organization. These characteristics include:

- Promoting positive working relationships within the church and demonstrating respect for colleagues
- Addressing differences between oneself, other church employees, and members in a professional and courteous manner
- Treating others with dignity and respect
- Being a positive role model for First Presbyterian church.
- Conducting professional activities with truthfulness, honesty and integrity
- Maintaining sensitivity in matters of a personal or confidential nature.

**Evaluation and Compensation:** Performance reviews will be conducted annually by the Pastor as head of staff and the session Personnel Committee, who will also review the adequacy of compensation.