



**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>DIRECTOR OF CHRISTIAN EDUCATION</b>
<b>REPORTS TO:</b>	Pastor, Youth/Children’s Christian Education and Adult Connections Committee Chairs
<b>CLASSIFICATION:</b>	Exempt - Ministerial

**POSITION SUMMARY:**

To facilitate the Christian Education of St. Mark for adults and children

**RESPONSIBILITIES:**

Administration and Leadership

- Oversees creation, continuation and coordination of Christian Education programs with the ministry teams and staff of St Mark, which will instruct and guide in the Reformed Tradition of the Christian faith.
- Works closely with Christian Education Ministry teams to plan and provide for Sunday school and weekday classes in curriculum planning, sourcing study materials and other resources.
- Actively recruits, trains, supports and nurtures members of Christian Education Ministry teams.
- Plans Christian Education Rally Day to kick off the Sunday school year.
- Conducts an annual evaluation of Christian Education Ministry in coordination with designated elders, teachers and pastoral staff.
- Develops and implements the annual Vacation Bible School in coordination with the Youth/Children’s Christian Education Committee Chair.
- Initiates and assists in the planning of classes and worship related to special events (i.e Easter, Christmas and Rally Day)
- Fosters involvement of children in worship in coordination with the Pastor and Worship Committee.
- Participates in corporate worship as requested.
- Coordinates and communicates Christian Education activities with Early Learning Center Director and Youth Director.
- Attends staff meetings.
- Supervises allocation and use of classroom space, making recommendations for equipment as needed.
- Ensures the orderliness of St. Mark facilities following children and adult activities and secures all buildings.
- Provides a Christian Education activities report to the Youth/Children’s Christian Education and Adult Connections Committee Chairs when requested
- Works closely with and supports the Nursery/Childcare Coordinator

- Provides support to the Adult Christian Education ministry
- Organizes adult retreats and/or conferences as needed

#### Communication and Interpersonal Skills

- Publicizes and promotes classes and educational opportunities using a variety of print and electronic media as appropriate.
- Works in concert with Youth Director to cultivate a collegial relationship with all church personnel.
- Develops a working relationship with area Directors of Christian Education; coordinates activities as may be appropriate.
- Communicates budgetary needs to Youth/Children's Christian Education and Adult Connections Committee Chairs

**TIME REQUIREMENT:** Exempt with estimated work time of about 20-25 hours per week

**WORK ENVIRONMENT:** This position operates in a professional church office environment, and is often in a classroom environment with children and adults. The position routinely uses standard office equipment such as computers, phones and multi-function copier/printers.

#### **QUALIFICATIONS:**

- Possesses a sense of call to the ministry of Christian Education, with a sustaining faith in Jesus Christ as Lord and Savior and a reliance on prayer.
- Posses a Bachelor's degree or equivalent experience. Training in education or Christian education is preferable but not required.
- Professes adherence to the Reformed Tradition emphasizing the sovereignty of God, the authority of Scripture and the gift of grace through faith in Jesus Christ.
- Committed to the mission and ministry of St. Mark Presbyterian Church.
- Meets the St. Mark Child Protection Policy.
- Skilled in computer technology, social media and web-based research.
- Has a High School diploma or equivalent.
- Has and maintains a valid Texas driver's license.
- Able to speak, hear, understand, read, and write English.
- Has excellent verbal and written communication skills.

#### **COMPETENCIES:**

- **Teamwork** - Works collaboratively with others with a positive spirit; supports other individual's and ministry team's efforts to succeed; open to others' views; gives and welcomes feedback; helps build morale and commitments to goals; active in life of St. Mark
- **Interpersonal Skills** - Treats others with respect; inspires trust; demonstrates hospitality and tactfulness with members and visitors; manages difficult situations to avoid or resolve conflicts; exhibits compassion, empathy, sensitivity, enthusiasm, and optimism
- **Dependability** - Keeps commitments; completes tasks on time or notifies appropriate person; ensures work responsibilities are covered when absent; is consistently at work and at meetings on time; works ethically, honestly and with integrity
- **Adaptability** - Accepts and adapts to changes in the work environment; responds to direction from leadership; manages competing demands; able to deal with change, delays, or unexpected events; reacts well under pressure; communicates when problems arise
- **Professionalism** - Good quality and quantity of work products; asks for and offers help when needed; displays initiative, creativity and self-motivation; demonstrates discretion and

confidentiality; knowledgeable but strives to improve; speaks, writes and listens well; conducts personal life to reflect a positive image

**PHYSICAL REQUIREMENTS:**

- Be able to perform all physical movements necessary to fulfill the job description.

**EVALUATION:**

The Director of Christian Education will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Adult Connections Chair, Youth/Children’s Christian Education Committee Chair and others, will conduct an annual review as directed by the Personnel Committee.

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*The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.*

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PERSONNEL COMMITTEE CHAIR

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

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SIGNATURE OF DIRECTOR OF CHRISTIAN EDUCATION

DATE