



POSITION DESCRIPTION

POSITION TITLE:	DIRECTOR OF CHRISTIAN EDUCATION/YOUTH DIRECTOR
REPORTS TO:	Pastor, Youth/Children's Christian Education Elder and Adult Christian Education Elder
CLASSIFICATION:	Exempt - Ministerial

UPDATED: October 2023

POSITION SUMMARY:

With the guidance of Christian Education Elders and Pastor, develops class curriculum and annual events which instruct and guide in the Reformed Tradition of the Christian Faith. Time allocated between the three Christian Education groups is 5% Adult, 50% Youth and 45% Children.

ESSENTIAL RESPONSIBILITIES:

- Participates in staff meetings and the Christian Education committee meetings to plan for upcoming worship, classes, and events in the weekly and monthly work schedule.
- Supports Adult Christian Education by planning and coordinating Rally Day booths, arranging classroom logistics and sourcing study and other resource materials.
- Develops, plans, and implements children's ministries which engage with the community. Examples are Vacation Bible School and First Fridays.
- Coordinates and participates in the Confirmation process and other milestone events.
- Deepens relationships with youth by attending school activities and other events.
- Develops, plans, and implements youth ministries which broaden their Christian experience. Examples including leading Worship services, Christian conferences, mission trips as well as serving at St. Mark and local missions.
- Responsible for planning and participating in the weekly Youth Group meeting for bible study and group activities.
- Recruits, trains, and nurtures several ministry teams to support the various children's and youth ministries. Ministry teams may be composed of volunteers to engage with the children and youth, to prepare, set up and clean up after activities, to provide food and to be drivers.
- Responsible for children's Sunday School classes as well as participation in Easter and Christmas activities.
- Responsible for the Children's message during Sunday worship. Coordinates with the Nursery/Childcare Coordinator to include the younger children in Sunday worship and in other children's activities as appropriate.

- Develops an annual budget for the Christian Education Ministries and for the Nursery for consideration by the Youth/Children's Christian Education Elder and by the Adult Christian Education elder.

SECONDARY RESPONSIBILITIES:

- Publicizes and promotes classes and educational opportunities to the congregation and the community using a variety of print and electronic media as appropriate.
- Collaborates with the Early Learning Center Director to promote the Children's Education Ministry at St. Mark.
- Coordinates with the Office Manager to reserve classroom space and equipment.
- Provide Christian Education activity reports to the Christian Education Elders as requested.
- Plans and organizes congregation participation in adult retreats or conferences as requested.

SELF-SUPERVISE:

- Plans and organizes responsibilities to be accomplished in a timely manner.
- Is resourceful and takes the initiative to resolve work issues.
- Communicates with the broader team to coordinate activities. Notifies appropriate personnel of concerns with may affect job performance.
- Adaptable to schedule changes and introduction of new work processes.
- Responds to requests from congregation, ministries and vendors within scope of responsibilities.

KNOWLEDGE, SKILLS, ABILITIES:

- Skilled in computer technology, social media and web-based research.
- Committed to the mission and ministry of St. Mark Presbyterian Church.
- Appropriate and compassionate interpersonal skills with children and youth as well as their parents/guardians.

COMMITMENT:

- Dependable attendance and punctuality.
- Advises team of changes to work schedule and planned absences.
- Continues to develop knowledge, skills and abilities to increase effectiveness and efficiency of job performance.
- Maintains records and documents processes as appropriate to provide for position continuity.
- Participates in opportunities to further the ministry of St. Mark.

TIME REQUIREMENT:

- Exempt with estimated work time of about 32 hours per week.

WORK ENVIRONMENT:

- Church office and classroom environment with children and youth.
- Routinely uses standard office equipment such as computers, phones and multi-function copier/printers.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent experience. Training in education or Christian education is preferable but not required.
- Meets the St. Mark Child Protection Policy.

- Have and maintain a valid Texas driver's license.

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 Christian Education Elder and the Youth/Children's Christian Education Elder will conduct an annual review as directed by the Personnel Committee. Changes in pay are a separate consideration and done as part of the annual budget process.

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.

SIGNATURE OF PASTOR

DATE

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

SIGNATURE OF DIRECTOR OF CHRISTIAN EDUCATION/YOUTH DIRECTOR

DATE

Elder Approval

Date