

Position Description for the Director of Educational Ministries

First Presbyterian Church Clarks Summit, PA

Title: Director of Educational Ministries

Purpose: The Director of Educational Ministries (DEM) is concerned with the total education of the church in the Reformed tradition and other learning activities which contribute to the effective and faithful communication of the word of God and the fellowship of God's people.

General: The DEM is a full-time staff position, defined as 40 hours a week with a blend of office hours, program leadership and interaction with church families. The DEM would have responsibility for all educational ministries of the church and would serve the Christian Education committee under the guidance and authority of the Pastor. The ideal candidate would possess a bachelor's degree in a related field and have a minimum of 3 years related work experience.

1. Program Administration:

- a. Work with the Christian Education Committee in recommending choice of materials in the Reformed tradition of our faith to be used as curriculum in the Sunday School departments so that educational opportunities exist for all members of the church.
- b. Establish a supportive relationship with our elementary fellowship program, children's worship, adult education, and nursery.
- c. Assist the Christian Education Committee in recruiting teachers and conducting ongoing teacher training program.
- d. Publish a monthly CE article for the Presbyterian in coordination with the CE moderator.
- e. Provide guidance to the CE committee in establishing annual objectives and goals.
- f. Plan and implement an educational plan which would provide opportunities for families to grow in their faith, plan.
- g. Recommend to the CE committee resources which should be purchased for the library.

2. Church School:

- a. Provide lesson planning sessions and help with teacher materials for the Sunday School teachers on a continuous basis.
- b. Develop relationships with visitors and families within our church school with an aim toward increasing enrollment.
- c. Secure teaching equipment and supplies which have been approved for purchase.
- d. Coordinate the joint utilization of the Sunday School classrooms and other programs.
- e. Assist in the planning for special events during Easter, Christmas, Rally Day, High School Senior Day, Vacation Bible School and Confirmation.
- f. Plan and implement a Vacation Bible School.
- g. Keep in constant touch with all teachers and leaders through phone call, cards, and visits.

3. Youth:

- a. Develop and administer a variety of youth activities including Sunday Youth Fellowship, fellowship groups, Bible study groups, retreats, outings, and special events.
- b. Invite new youth to participate in Youth Fellowship on Sunday or other activities.
- c. Contact youth members who are not attending and invite them to join the activities.
- d. Publish the monthly youth article for the Presbyterian.

- e. Coordinate and implement off-site programming which currently includes but is not limited to: mission trips for both fellowships, retreat for 6-8th grade fellowship, 30 hr famine retreat and a retreat for 9-12th grade fellowship.
- f. Participate in and support the lives of our church's youth.

Other:

- a. Attend worship regularly and monthly CE committee and all staff meetings.
- b. Perform other duties which are assigned by the Pastor and agreed upon by the session.

Evaluation:

Annual evaluation with the head of staff.