

## **RED CLAY CREEK PRESBYTERIAN CHURCH POSITION DESCRIPTION**

**Position Title:** Part Time Director of Christian Education, focused on preK-7<sup>th</sup> grade

**Reports To:** Head of Staff

**Responsibilities:** This position is responsible for Christian Education for Children. The Director of Christian Education recruits, trains and supports Lay Leadership Teams to establish and sustain processes for: 1) Sunday School (grades pre-k through grade seven), and 2) Vacation Bible School.

**Specific Duties:** The Director of Christian Education will:

- Recruit, train and support teaching teams for Sunday School and Vacation Bible School
- Support volunteers in the selection of Sunday School and VBS materials.
- Attend Sunday morning worship and be responsible for the Children's Moment.
- Create new and exciting programs and activities that meet the needs of today's busy families.
- Work with office staff to maintain a calendar of events, keep a roster of participants, communicate through visual and electronic tools, and document the key program elements.
- Integrate and leverage with the other ministries within the church to foster participation and multi-generational experiences, including:
  - With the Reach committee - Arrange and facilitate local mission opportunities for children.
  - With the Nurture committee - Assist in organizing a meaningful Sunday morning class primarily geared for parents of children to foster relationships within the church community.
  - With the Rejoice committee, Music Director and Youth Music Leader – Arrange and facilitate Christian Educational activities involving music and drama.
- Participate in weekly staff meetings.
- Coordinate and make sure that all teachers and volunteers have completed the Covenant of Care requirements and maintain records.

**Qualifications:** Candidate should be approachable and welcoming, professional and mature Christian who inspires confidence and trust in parents, staff and volunteers. Bachelor's degree in education, religion, or related field is required; Christian Education certification is preferred. Experience with children, whether in education, development, or counseling, is a plus. Our church is looking for candidates that are collaborative, open to sharing ideas, process-oriented, and effective in working with and communicating with all children and their families. Applicants must consent to a standard background check.

**Commitment and Compensation:** 20 hours per week: Sunday mornings, some evenings, other hours are flexible. Salary: \$22,000-\$27,000 per year, depending on experience.

**To Apply:** Please send a letter describing your interest in this position with your resume and three references to [office@rccpc.org](mailto:office@rccpc.org).

(April 3, 2018)