

## **Director of Christian Education and Family Ministries**

### **Position Description**

**Purpose:** A principal mission of Valley Presbyterian Church (VPC) is the provision of Christian Education for children, youth and adults of all ages.

**Position:** In coordination with the Pastor and the Christian Education Commission (CE), the Director of Christian Education and Family Ministries has the overall responsibility for developing and administering the Christian Education program of the church in accordance with the policies and directions of the Session.

**Accountability:** The Director of Christian Education and Family Ministries reports to the Pastor/Head of Staff, who is his/her supervisor, and to the Session through the Chair of CE.

**Relationships:** The Director of Christian Education and Family Ministries works closely with the Pastor, members of the CE Commission, as well as other members of the church professional staff. The Director of Christian Education and Family Ministries serves as a consultant to commissions, committees and groups within the church as necessary.

#### **Goals of this Position Include:**

- Coordinate and unify the educational activities of the church into an integrated and effective ministry of Christian Education.
- Facilitate and strengthen lines of communication with families, CE commission members, the Pastor and other members of the professional staff.

#### **Responsibilities of the Position Include:**

1. Attend staff and CE commission meetings.
2. Recruit and train teachers and substitutes for all grade levels.
3. Recommend and acquire and/or create curriculums for classes from 4 years of age through 8<sup>th</sup> grade.
4. Coordinate Rally Day activities.
5. Plan and implement activities for special days (i.e. Advent wreath-making)
6. Create registration forms and information for purposes of emergency and/or allergy needs.
7. Maintain cleanliness and order of supplies and classrooms.
8. With CE, maintain responsible budget.

#### **Possible Participation / Leadership in other Christian Education activities:**

- Vacation Bible School – curriculum, volunteer recruitment, registration, advertising, closing program
- Confirmation Class

- Middle/High school Youth Group and younger youth (4<sup>th</sup> – 6<sup>th</sup> grade)
- First Friday Family Fellowship
- Adult Education
- Christmas Pageant / Children’s Program

**Communication Responsibilities:**

1. Inform congregation through announcements in weekly bulletin and Valley Voice regarding volunteers, classes, special programs. When suitable, utilize the worship service “minute for mission” or “time with children” to keep congregation informed of Christian Education activities and special events.
2. Maintain open lines of communication with church families, Christian Education commission members, Pastor and other staff members.
3. Establish and maintain an email list of Sunday School and youth families and send reminders when applicable.
4. Send (or ask teachers to send) postcards to those who have not been attending.
5. Maintain current information on bulletin boards – one in Narthex, two in Christian Education area and one in nursery.
6. Generate reports for VPC annual report covering Vacation Bible School, Sunday School, Adult Education and Youth Group

**Time Commitment:** 15 hours per week including Sunday mornings.

**Reviews:** Reviews will be conducted semi-annually for purposes of setting and reviewing goals and progress. Based on input from the CE, the Pastor/Head of Staff will conduct reviews and provide input to the Personnel Committee regarding job performance, time commitment and level of compensation.

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