

**POSITION DESCRIPTION**  
**Director of Christian Education**

- Position:** Director of Christian Education (DCE)
- Purpose:** To administer and develop the ministries of education and nurture of the Clover Presbyterian church.
- Supervision:** The DCE will work under the supervision of the Pastor.
- Relationships:** The DCE will work with and coordinate the activities of the Christian Education Ministry Team, and relate through them to the Session. As a member of the church staff, the DCE will work closely and cooperatively with other staff members.

**Specific Responsibilities:**

1. In consultation with the Christian Education Ministry team and the pastor, provide general oversight and design of Sunday School programs including:
  - a. Recruiting Sunday school teachers;
  - b. Providing adequate teacher training in conjunction with Pastor.
  - c. Selecting appropriate curriculum;
  - d. Supplying the classroom with necessary resources;
  - e. Planning special events to begin and end the program year.
2. Develop and resource mid-week educational activities for Children and Youth.
3. Assist in Worship by periodically preparing the Children's sermon.
4. Coordinate and administer the work of the Vacation Bible School ministry team.
5. Coordinate and administer the work of the Children's Christmas Pageant ministry team.
6. Assist the Session in implementing the Child Safety Policy.
7. Develop and enrich the educational programs with congregation.
8. Seek new and creative ways to teach and nurture faith in people of all ages.
9. Be a colleague among fellow Christian education professionals in Providence Presbytery.
10. Cultivate a curious heart and willing spirit through personal devotion, worship, and piety.

11. Children -The Director should be prepared to teach as needed in the absence of a teacher (Wednesday and / or Sunday classes)
12. Middle / High School Students - Manage and provide administrative coordination for programs that will include Bible study, fellowship, recreation, retreats, mission trips, and Montreat Youth Conference in conjunction with the youth volunteers.
13. Adult Retreats - Provide administrative coordination for adult retreats as deemed required.

**Qualifications:** The DCE will be a person of strong personal faith and deep commitment to the life and mission of the Presbyterian Church (USA). The DCE will be familiar with the theology and history of the Presbyterian Church, and capable of studying the Bible critically in preparation for teaching and training responsibilities. The DCE will have experience with or training in educational theory and practice. The DCE will also be familiar with theories of human development and learning styles. The DCE will have a positive and enthusiastic personality, capable of leading and motivating others.

**Time Requirements:**

Part time position with total annual hours of 1600.  
Weekly average is 32 hour per week.

**Compensation:** Commensurate with education and experience.