

First Presbyterian Church of Westminster



65 Washington Road
Westminster, Maryland 21157

JOB DESCRIPTION

Job Title: *Director Christian Education – DCE (part-time)*

Purpose:

First Presbyterian Church of Westminster is looking to hire a part-time (8 hours/week) Director of Christian Education. Job description and requirements available on Church website at www.fpcwest.org or by contacting the church office at 410-861-5600 or fpcw.office@gmail.com Please forward resumes and references to the church office prior to June 24.

Position Requirements:

1. Christian with the ability to express one's faith and evangelism
2. BS Degree, preferably in Education
3. Demonstrated effective leadership, team building, supervision and administrative skills
4. Strong oral and written communication skills.
5. Dependability and willingness to learn and collaborate in a community of faith
6. Valid driving license and reliable transportation
7. Compliance with the FPCW "*Child Protection Policy*"

Desired Knowledge, Skills and Abilities (KSA):

1. Christian Theological understanding in the Reformed tradition
2. Background and training in CE program development
3. Fundamental understanding of developmental stages, and learning styles of all ages
4. Experience with coordination and scheduling of a volunteer-based organization
5. Experience teaching Sunday School
6. Strong desire to serve the church.

Duties and Responsibilities:

The DCE will:

7. Develop and prepare a Five Year Christian Education (CE) program plan, in conjunction with the Pastor and the Youth and CE Youth Ministry Team. This plan is to include an innovative Christian education program model for the future growth of our CE program (facility and staff requirements; material needs; and anticipated budget). The plan should be church mission and goal based, incorporating educational opportunities focusing on Mission, Stewardship and Discipleship. This plan should provide objectives (steps to obtaining the goal) and is to be submitted to Session for review and approval.
8. Plan, design and implement the annual CE program, in conjunction with the Pastor, the CE/Youth Ministry Team and the Worship/Music Ministry Committee, for children and adults, including summer and special events. Select, develop or purchase curriculum in concert with the Pastor. Obtain approval for selected curricula from Session.
9. Provide leadership to the CE Ministry of the Church, by identifying gifts of leaders, promoting their involvement in Sunday School and youth activities. Recruit and train teachers/assistants and volunteers. Ensure Sunday School rooms are unlocked and necessary CE supplies are provided.

10. Support and equip the CE Team, Children's Ministry volunteers and Adult Sunday School teachers to minister to children and adults. Be present at Sunday School.
11. Facilitate participation of children and youth in worship services throughout the year. Interface with staff for children's music program, Vacation Bible School (VBS), Eggstravaganza, Children's Worship, study groups, etc.
12. Coordinate/provide for appropriate meeting space and use of CE teaching tools.
13. Empower parents/guardians to be involved with the faith development of their children.
14. Establish CE cooperative relationships with Pastor and staff; Session members (Youth, CE and Congregational Life); other Christian educators, the Preschool Director, the Director of Youth Ministry and Church Office Staff for coordination of building use.
15. Communicate effectively with children, youth, volunteers, Pastor, staff and the wider congregation to promote intergenerational awareness and visibility among the congregation and community, via the use of telephone, e-mail and other electronic media, as appropriate.
16. Publish weekly office hours and CE contact information.
17. Coordinate and/or assist with:
 - a. Welcome children to the Lord's Table (Communion Workshop, etc.)
 - b. Yearly commissioning of all CE teachers, in conjunction with the Pastor, (FPCW Christian Preschool and Kindergarten; Sunday School; VBS; etc.)
 - c. Confirmation classes for the Middle/High School youth planning
 - d. Recognition of CE volunteers at the completion of their service
 - e. Children's programs: children's choir; children's Christmas program; scouting; P.R.A.Y. program
 - f. Distribution of gift Bibles to Kindergarten students, Confirmands, high school graduates, and others
 - g. Worship Activity Bags for young children
18. Recruit, train, support and assist volunteers in the maintenance and updating of:
 - a. FPCW website for CE (do this weekly in conjunction with church office)
 - b. Church library
 - c. CE bulletin board
19. Participate in:
 - a. Staff meetings and CE committee and task group meetings, as may be necessary.
 - b. Education/training that enhances your ability to stay current in the field of Christian Education.
 - c. Annual CE staff performance review.
20. Submit:
 - a. CE Annual budget request to Administrative Committee. (Monitor yearly expenditures.)
 - b. CE Annual Report to the church office for inclusion in the FPCW Annual Report and other reports as requested.

Evaluation:

A performance review will be conducted by the Pastor and members of the Administration Committee of Session every 6 months during the first year of employment and annually thereafter.