

**FIRST PRESBYTERIAN CHURCH**  
**JOB DESCRIPTION**  
**MINISTRY: CHRISTIAN EDUCATION DIRECTOR**

**PURPOSE OF MINISTRY:**

The Christian Education Director is responsible for developing and delivering a comprehensive program of Christian Education and Formation for children (birth – 5<sup>th</sup> grade) and adults at Kennewick First Presbyterian Church. It is important that the Director inspires and excites the children and adults of KFPC to learn and study the faith by communicating and demonstrating a personal passion for Jesus Christ.

**RESPONSIBLE TO:**

The Christian Education Director directly reports to the Associate Pastor of Spiritual Development and is accountable to the Associate Pastor, the Head of Staff, and the Session. The Director is the staff liaison to the Christian Education Team and works with the wider Spiritual Growth Team and appropriate Program Staff to develop the Christian Education Ministry of the church.

**MINISTRY DESCRIPTION:**

The Christian Education Director of KFPC:

- Provides staff leadership for the Christian Education Ministry of the church, ensuring that the ministry is in alignment with the church's vision statement, "Daily Becoming the Heart and Hands of Jesus Christ."
- Develops, supports, and equips the Christian Education Team, Children's Ministry volunteers, and Adult Sunday School teachers to minister to children and adults.
- Interfaces and coordinates with the Pastoral and Program Staff and relevant Ministry Teams to deliver a comprehensive, holistic ministry of Christian Education and Formation to children and adults.
- Develops new and creative ministries designed to aid in the faith development of children and adults and integrate Christian Education and Formation into the greater life of the church.
- Ministers to children and their families and builds relationships with parents, children, and members of the congregation.

## **TYPICAL RESPONSIBILITIES:**

- Oversee and serve as the staff resource person for Adult Sunday School, in collaboration with the Christian Education Team.
- Oversee and serve as the staff resource person for Children's Sunday School and Children's Worship. This includes selecting a Children's Worship coordinator to ensure that the program is appropriately staffed and conducted.
- Develop, review and select children's ministry and adult education curriculum in collaboration with the Christian Education Team.
- Oversee the children's mid-week program, and collaborate with the pastoral and program staff (including the youth director), to plan the church's overall midweek program.
- Recruit, train, resource, and oversee all Children's Ministry volunteers.
- Serve as the staff resource person for and participate in Vacation Bible School, securing a director and assistant director for VBS each summer.
- Coordinate seasonal children's ministry events (i.e. Journey to Bethlehem, annual Easter Egg Hunt, Trunk or Treat, Third Grade Bibles). Order and distribute seasonal devotional materials for children and adults.
- Develop and coordinate children's and family fellowship and outreach activities.
- Teach the annual Family Communion Class in collaboration with the Associate Pastor.
- Oversee the Nursery/Child Care Coordinator.
- Serve on the Pre-School Committee and attend Pre-School Committee Meetings.
- Attend Christian Education Team meetings and attend Session meetings as needed.
- Prepare and manage the annual Christian Education budget in collaboration with the CE Elder.
- Communicate regularly with the congregation about the Christian Education Ministry, including writing an Annual Report and monthly articles for the church newsletter.
- Attend weekly staff meetings and periodic staff calendaring retreats. Participate in staff team building, training, and planning events.
- Ensure that the Christian Education rooms and bulletin boards are well-maintained.
- Perform various other duties as assigned by the Head of Staff or Associate Pastor of Spiritual Development.

## **PERSONAL CHARACTERISTICS AND SKILLS:**

The Director shall be a committed Christian who demonstrates an active faith life and a personal relationship with Jesus Christ. The Director must possess a baccalaureate degree, preferably in education or a closely related field, and shall have experience teaching or directing educational activities in a Christian setting. Appropriate experience may be accepted in lieu of a degree. The Director should communicate enthusiasm for Christian Education and Formation and have an in-depth knowledge of the Bible and the Confessions of the Reformed Faith. Advanced study and training in Christian Education is desirable and strongly encouraged.

The Christian Education Director shall:

- Be passionate about the faith formation of children and adults
- Demonstrate support for and commitment to the mission of KFPC
- Display a positive work ethic, be self-motivated and a team player, and have strong interpersonal skills, demonstrating an ability to work harmoniously and enthusiastically with both children and adults.
- Be action-oriented and comfortable taking the initiative
- Maintain a commitment to staying current in the field of Christian Education and value Continuing Education
- Be willing to participate in church-wide activities and events beyond one's ministry area for support and visibility.

Additional Skill Requirements:

- Leadership and Team Building
- Organizational and Administrative ability
- Program Planning and Execution
- Cost and Schedule Management
- Oral and Written Communication
- Curriculum Evaluation and Development
- Current CPR Certification

**TIME COMMITMENT:**

This is a full-time exempt staff position with a semi-flexible schedule. This position requires the ability to work flexible hours to meet the programmatic needs of the CE ministry and of the church and to accommodate the seasonal aspects of Christian ministry. The Director is expected to take an active role in the life of KFPC.

**COMPENSATION/BENEFITS:**

Salary is commensurate with educational background and experience. Continuing Education funds and a Book and Expense Allowance are included. Ten days of vacation are available after one year along with 5 days of annual study leave.

**EVALUATION:**

A self assessment of performance will be provided annually to the Associate Pastor (generally in May). The Associate Pastor and members of the Personnel Team of Session will conduct an annual performance appraisal (generally in September) with input from the CE Elder to review performance, expectations, compensation and to allow the Director to provide feedback to Session.