Quaker Memorial Presbyterian Church
Position Description

JOB TITLE: Director of Christian Education and Youth
REPORTS TO: Pastor/Head of Staff and Personnel Committee

POSITION DESCRIPTION:

The qualified candidate shall motivate and inspire people of all ages to grow in their faith and deepen their personal relationship with Jesus Christ. Specifically, the Director of Christian Education and Youth will collaborate with the Pastor and Christian Education Committee. The Director of Christian Education and Youth is a senior level staff position, is responsible to the Session, accountable to the Pastor/Head of Staff and Personnel Committee, and will be expected to effectively coordinate with other church staff and the numerous other groups and volunteers within the church.

PRIMARY RESPONSIBILITIES:
A. Work with the Pastor and the Christian Education Committee to develop a Christian Education vision and strategy, and effectively plan and implement related programs.
   1. Ensure there is an agreed upon Christian Education (CE) and Spiritual Nurture vision and strategy for the church.
   2. Identify key programs/activities required to meet needs identified within the vision and strategy. Develop plans utilizing a variety of learning approaches to meet these needs and collaborate with all groups who have a CE or Spiritual Nurture component.
   3. Provide leadership, supervision and support to volunteers in CE related roles, including the Youth Leaders, Children’s Worship Ministry Leader(s), Vacation Bible School (VBS) Director(s), and Sunday School Leaders, working to ensure effective collaboration and alignment of efforts in support of the church and CE/Spiritual Nurture vision. Further details are provided in the attached addendum.

ADMINISTRATIVE RESPONSIBILITIES:
1. Become an integral part of the QMPC community and develop relationships with people of all ages.
2. Be present and responsible for the overall management of all Sunday morning and evening CE and Youth activities, especially to ensure coverage.
3. Oversee Safe Church Policy:
   a. Develop and maintain policy, procedures and guidelines relating to the protection and well-being of the youth for all QMPC organized activities, including creation of policy and procedures for all youth trips.
   b. Plan and administer issues related to child safety and background checks.
4. Attend Christian Education, and Fellowship meetings, as deemed necessary by the Pastor.
5. Write or designate writers for communications/promotion of programs and articles for the Quaker Quill church newsletter. Collaborate with the Communications Committee regarding any new content for the church website.
6. Coordinate and facilitate training for lay leaders and volunteers, as needed.
7. Ensure development and maintenance of CE and Spiritual Nurture program rolls and attendance statistics to help with program evaluation and future planning processes.

ESSENTIAL QUALIFICATIONS:
1. One who feels called to serve God as an educational and Spiritual leader, and upholds and understands Presbyterian, Reformed theology and liturgy, and desires to serve, learn and worship with God’s people.
2. Passionate about reaching adults, children and youth through religious educational and Spiritual Nurture opportunities in creative and inspiring ways.
3. Seminary education and/or church experience, and a heart for God that is lived out in the public life through worship, missions and faith development for the people of the church.
4. Communicates clearly, both orally and in writing, and embraces communication as an essential tool for creating, growing and sustaining a vibrant worship ministry.
5. Ability to interact with both the congregation and staff in an effective and positive manner and inspire others to participate in programs.
6. Well-organized and attentive to details and follow-through on tasks and commitments.

**TERMS OF EMPLOYMENT:** Part-time, exempt position of approximately 20 hours per week.

**A. Leaves of Absence with Pay**
1. Vacation: 2 weeks (10 days)
2. Continuing Education: 1 week (5 days)
3. Other: In accordance with Personnel Policies and Practices of QMPC

**B. Compensation**
1. Salary: $19,000
2. Continuing Education: $1,000
3. Travel Reimbursement: $1,200

Approved 12/2018
Addendum to Director of Congregational Ministries Responsibilities in Support of Christian Education

A. **General Responsibilities:**
   1. Ensure effective organization and implementation of Sunday School programs (Birth – High School) including:
      a. Perform periodic evaluation of curriculum alternatives for various age groups and make related recommendations to CE Committee;
      b. Ensure effective volunteer recruitment, screening, and training; including Sunday School teachers and Youth leaders;
      c. Provide ongoing volunteer support;
      d. Help educate, encourage and support parents in fulfilling their central role in developing their children’s faith and knowledge of Jesus Christ; and
      e. Perform periodic evaluation of program effectiveness from the perspective of parents, volunteers and participants.
   2. Plan and implement ongoing adult Christian Education programs consistent with CE vision and strategy. Communicate and collaborate with other internal groups who are also providing CE-related programming.
   3. Plan and implement effective and ongoing communications and marketing of Christian Education opportunities to both educate regarding CE goals and motivate eligible participants to engage.
   4. Assist the Library Committee in their ministry. Look for opportunities to integrate Library resources into mainstream CE programming.

B. **Specific CE Programmatic Support:**
   1. **VACATION BIBLE SCHOOL**
      a. Support Director(s) in planning and implementation, as well as be in attendance during the program;
      b. Evaluate and select curriculum with the Director(s) and review with the CE Committee for approval to purchase materials;
      c. Evaluate program and develop list of possible enhancements for the following year.
   2. **YOUTH MINISTRY PROGRAM**
      a. Provide leadership to Youth Leaders to recommend and develop the programs, select curriculum and perform evaluation of all activities;
      b. Oversee plans and budgets for:
         • Summer camps
         • Conferences
         • Retreats
         • Mission projects
         • Special outings and trips
      c. Assist in planning Youth Sunday and other special events throughout the year;
      d. Coordinate scheduling with the Music staff, dinner coordinator and other congregational ministries.
      e. DCM is encouraged to attend and support youth activities.
   3. **ADULT EDUCATION**
      a. Coordinate programs year-round, providing specialized knowledge of resources/programming that meet the needs of adult members;
      b. Resource ministry groups with materials and curriculum, as needed;
      c. Develop special study opportunities (e.g., parenting, grief, etc.); and
      d. Lead adult studies, as schedule permits.