

## **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 to include in person and or virtual environment. Develop plans utilizing a variety of learning approaches to meet these needs and collaborate with all groups who have a CE or Spiritual Nurture role.
3. Provide leadership 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.
- 7-8. Plan and facilitate youth leader meetings on a regular basis

### **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. Leave 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
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[Approved 12/2018](#)

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