

## **DIRECTOR OF CHRISTIAN EDUCATION**

Updated 6/1/10 EMJ

### **POSITION DESCRIPTION**

We are seeking an energetic and motivated person to serve as the Director of Christian Education (DCE) at Mount Hebron Presbyterian Church. This person will work with Rev. Venable, the Director of Youth Ministries, and the Ministry of Nurture and Spiritual Growth to enhance and ensure a meaningful Christian Education program for the children and youth of the congregation. The DCE will also work to recruit, provide training, and facilitate the efforts of Sunday school teachers and volunteers

### **TERMS OF EMPLOYMENT**

This is a part-time, salaried position, involving the following time commitments:

- (1) The DCE is involved in Sunday school on a regular basis, attending service on Sundays and being available to assist teachers as needed.
- (2) Participation at the monthly Ministry of Nurture and Spiritual Growth meetings (times and dates to be determined)
- (3) Work with the Ministry of Nurture and Spiritual Growth to evaluate our current educational materials, as to their effectiveness in meeting the goals and objectives of the Sunday school program.
- (4) Participate in the Baltimore Presbytery Children's Ministry Council (Optional but helpful)
- (5) Participation in special events: Christmas Pageants, Mother's Day Service, Joint class activities, etc.
- (6) Communicate and coordinate with Sunday School Teachers and adult volunteers regarding class and upcoming events
- (7) Ensure meeting dates are recorded on the church calendar.
- (8) Write an article for church's monthly newsletter.
- (9) Order supplies needed for program.
- (10) Maintain the DCE office
- (11) Provide Spiritual Leadership and be a source of pastoral care

Compensation is calculated roughly as follows:

- 42 weeks of service
- 10 hours a week @ 15.00 per hour = \$6000 annually, 1/12th or 1/10th paid monthly at the preference of the employee

**NOTE:** It is possible that key elements of this position might change with experience. Any such change will be negotiated between the DCE and the Personnel Committee, in consultation with the Ministry of Nurture and Spiritual Growth.

### **QUALIFICATIONS**

- Training and/or knowledge of the dynamics of teaching in a church setting.
- The ability to communicate well with others.
- Enjoyment in relating to people of all ages.
- A desire to help children and youth grow.
- The ability to speak English fluently.
- Professing an understanding of Christianity and the Presbyterian faith.