

**Job Title:** CHRISTIAN EDUCATION DIRECTOR  
**Reports To:** Pastor  
**FLSA Status:** Non-exempt

### **GENERAL PURPOSE OF JOB**

The Christian Education Director is responsible for the planning, developing, and supervising of the faith formation ministry Downtown Presbyterian Church in accordance with the policies and directions of the pastor and Session.

The purpose of this education ministry is to empower DPC to better integrate faith into their daily life, with a specific focus on:

1. Establishing and deepening relationships with God and others.
2. Seeing self as a child of God.
3. Learning the stories of the Bible from a Reformed perspective.
4. Having meaningful participation in worship.
5. Sharing and living their faith through prayer, worship, and service.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinate and oversee the education ministry for DPC. Ministries include nursery care, Sunday morning education, and special events.
2. Provide curricula in the Reformed tradition.
3. Order and maintain appropriate curricula and supplies. Maintain inviting learning spaces.
4. Recruit, train, and support leaders for education ministries.
5. In cooperation with the pastor, lead the message for young disciples in worship.
6. Oversee the nursery ministry, including hiring staff. Train nursery workers to maintain a clean and inviting nursery space.
7. Communicating pastoral care issues from education participants with the pastor.
8. Develop an annual budget following the budgetary guidelines set by the Session.
9. Provide communication regarding education via Sunday bulletins, newsletters, bulletin boards, Facebook Families group, and any other appropriate media.
10. Participate in Reformed continuing education programs.

### **POSITION REQUIREMENTS AND QUALIFICATIONS**

- Understands the mission of Downtown Presbyterian Church
- Proficiency in the use of a computer. Ability to operate Microsoft Office (Outlook, Word, Excel) and desktop publishing programs (newsletters and publicity)
- Sufficient training and experience necessary to assist in the nurture of the life of the church.
- Passion for Reformed faith formation
- Ability to work harmoniously, effectively and confidentially with church members, the pastor and other church staff.
- Ability to relate to a wide variety of people

- Ability to take initiative
- Ability to handle distractions and interruptions

**ENVIRONMENT**

The work environment for this position is a church setting which ministers to many varied people, including homeless and disenfranchised individuals. While performing the duties of this job, the employee may be exposed to guests who ask inappropriate personal questions, display socially unacceptable personal behaviors, use profanity and sexually explicit phrases, make threats or insulting remarks regarding appearance, age, sex, or race, and exhibit defiance, dishonesty, and assaultive or self-destructive behaviors.

The church has a harassment policy in place for guidance.

**EVALUATION**

The Christian Education Director is accountable to the pastor and Session. Performance reviews are conducted annually by the Pastor and Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation.

**Employee Declaration**

I have reviewed and understand the job functions of this position and state that I can perform the essential functions without accommodations. \_\_\_\_\_Yes \_\_\_\_\_No  
If an accommodation is needed, please describe the reasonable accommodations required for you to perform these essential job functions.

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Employee Name: (Please Print)\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_