

WESTMINSTER PRESBYTERIAN CHURCH
Ottawa, KS
Christian Education Director

Job Title: Christian Education Director
Supervised by: Church Pastor, as head of staff of Westminster Presbyterian Church and to the Session as the governing body of the church.

Function: The Christian Education Director is responsible, in conjunction with the Christian Education Ministry team, for the Christian education of the congregation including planning, developing and overseeing the Christian education ministry of the church, in addition to the technological needs of this ministry.

Christian Education Director Responsibilities:

1. Identifies the education needs of the congregation. Coordinates, develops and implements ministries to meet those needs.
2. Oversee the Sunday School ministry including the following responsibilities:
 - Maintain accurate member list to determine class sizes.
 - Select and order curriculum for children, youth, and adults
 - Secure Sunday School teachers and arrange for substitutes as necessary.
 - Hold annual teacher training workshop in August
 - Publicize classes/information in newsletter and booklet
 - Keep classrooms stocked with supplies
 - Prepare attendance envelopes; record attendance
 - Host an annual Teacher Appreciation event w/CE Ministry team
 - Plan “kick-off” Sunday w/CE Ministry team
3. Oversee Children’s Church ministry which includes securing teachers, developing curriculum and ordering Educational supplies.
4. Coordinate the activities and staffing for Wednesday ministry.
5. Coordinate the children/youth Christmas program including selecting/securing curriculum, seeking volunteers, recruiting children/youth, publicizing ministry and maintaining checking account.
6. Serves as the staff liaison and ex-officio member for the Christian Education Ministry team.
7. Hire and manage the paid and volunteer nursery staff and maintain nursery supplies.
8. Coordinate the recognition of high school and college graduates and awarding of college scholarships.
9. Coordinate Vacation Bible School, including establishing a VBS Ministry team, selecting/securing curriculum, securing/training volunteers, purchasing supplies and registering children.
10. Promotes summer church camps and coordinates scholarships and transportation.
11. Promotes special Christian activities within the church including presentation of Bibles to third graders, special awards, Christian Education teachers, summer camps and scholarships.
12. Pursue Christian education professional development opportunities.

Required Qualifications:

1. A personal commitment to Christ and Christian education.
2. Ability to work with all ages of children and adults.
3. Ability to work within the Reformed Theological tradition.
4. Possess a passion to develop children, youth, and adult Christian education.
5. Ability to understand and maintain confidentiality.
6. Demonstrated ability to work independently and in a professional manner.
7. Excellent organization skills.
8. Ability to effectively communicate with children, youth, adults and family members.
9. Ability to recruit children for ministry and parents to assist with youth activities.

Background Check: The Christian Education Director shall submit to and pass a background check as a condition of employment.

Westminster's Personnel Ministry team will meet to review staff performance annually, update job descriptions (if necessary) and address any concerns or suggestions on how we can further the mission of the church.

Compensation based on experience.

6/24/21