

Position Description
First Presbyterian Church, Paducah, Kentucky

Title: Director of Christian Education

Purpose: To guide, direct, and assist all the Christian Education programs at the church from pre-school to adult ages.

Reports to: The Pastor of the church for day to day and routine activities. Accountable to the church's Personnel Committee for annual performance reviews.

Qualifications: Bachelor's degree required, with education or social work emphasis preferred. Certified Director of Christian Education preferred but not required. Prior experience with Presbyterian Church (U.S.A.) church education and/or youth programs preferred but not required.

Christian Education Responsibilities:

- Research, select, provide, and support Christian education curriculum for classes from pre-school to adults. Ensure that volunteers have the resources needed for their activities.
- Plan and lead all youth programming, including youth group on Sunday evenings. Coordinate volunteers to assist with programs.
- Plan, coordinate, and lead mission trips for youth and adults, including Worship & Music and Youth conferences to Montreat Camp and Conference Center.
- Create and implement family activities within the church.
- Recruit, train, coordinate, and supervise Sunday School teachers, nursery workers, youth helpers, and volunteers that assist in Christian education at the church. This includes child protection training for all church leadership.
- Provide staff support and leadership for the Christian Education Committee and Program Committee.
- Responsible for Christian education budget, including oversight of purchasing materials and other resources used for Christian education.
- Oversee the security of the Sunday School classrooms and nursery during worship services.
- Collaborate with the Pastor on confirmation classes.
- Collaborate with the Director of Music to plan and implement weekly Wonderful Wednesday programming and other children's evening programs at least twice a year.
- Collaborate with the staff and church committees to coordinate activities, events, and opportunities to serve the greater community.
- Collaborate and actively participate with other Christian educators/youth advisors in the community of Paducah and the Presbytery of Western Kentucky.
- Promote activities in the church with articles in the VOICE and on social media.
- Inspect, help maintain, and safely drive the church bus for church activities as needed.

Worship Responsibilities:

- Assist in worship planning with the Pastor and Director of Music.
- Participate in worship, including delivering the majority of children's message in worship, and leading Children's Church (ages 5-10) during the latter half of the service.

- Preach 4 times a year in regular Sunday worship services (optional).

Skills:

- Good communicator
- Self-Motivated
- Collaboration
- Organized
- Hopeful
- Faithful

Compensation: \$50,000

Vacation: Paid Time Off (PTO) days are 15 days/year for the first 5 years of service.

Hours of Work: This exempt salary position is normally 40 hours/week but subject to flexibility with the church schedule of activities. Church celebrates 11 paid holidays per year.

Continuing Education & Travel: One work week (5 days) of continuing education expense is reimbursable with prior Pastor and Session approval. Travel is reimbursed at the IRS rate with prior approval by Pastor and/or Session.

If interested, please contact and submit your resume to:

Bill Lentz – hwlentz@comcast.net

Rev. Lex Allum – lallum@firstprespaducah.org