

FIRST PRESBYTERIAN CHURCH, OKLAHOMA CITY

Director of Christian Education Position Description

Purpose:

Effectively plan and implement ministry programs for the Christian education and spiritual formation of the congregation of First Presbyterian Church, working collegially and creatively with the Pastor, church staff, Nurture Committee, and church members.

Relationships:

The Director of Christian Education reports to the Pastor and is accountable to the Pastor and the Session.

Responsibilities:

Adult Ministry

Provide specialized knowledge of resources and programming that meet the needs of adults.

Children's Ministry

Provide leadership and specialized knowledge of resources and programming that meet the needs of children and their families. Supervise the Nursery Coordinator.

Youth Ministry

Provide leadership and specialized knowledge of resources and programming that meet the needs of youth and their families.

Education

Provide leadership and specialized knowledge of resources and programming that meet the educational needs of the church.

Worship

Provide leadership and specialized knowledge of resources that meet the needs of the Children's Church worship experience.

Mission

Provide leadership and specialized knowledge of resources and programming that allow members of all ages to experience service to others locally, nationally, and internationally.

Essential Functions: (representative, not exhaustive)

Curriculum

Facilitate selection of curriculum for all ages (including adults) and order materials in a timely fashion for Sunday School, VBS, Kirk Night (Wednesday evening programs), and other educational opportunities.

Stay current with curriculum that is from publishers across denominations and that utilize a variety of learning styles for varied class levels and ages.

Facilitate the Nurture Committee's review and approval of all curriculum prior to its use.

Retreats, Conferences, and Mission Trips

Assist in the planning and implementation of weekend retreats. Facilitate opportunities for participation in conferences, and local, national, and international mission trips for a variety of ages. Participate fully with youth group in such activities.

Sunday School

Support all Sunday morning educational opportunities through regular contact, teacher training, curriculum development, gathering supplies, and assisting with tools and technology as needed.

Creatively launch the new Sunday School year.

Children's Message

Lead the Time with Young Disciples in worship as scheduled by the Pastor.

Vacation Bible School

With the Nurture Committee, determine the curriculum, schedule, and leadership for Vacation Bible School. Lead and or teach as needed.

Special Events

Promote enrichment of the spiritual life and missional outreach of the church by organizing and leading periodic special events.

Forms

Maintain a Medical Information and Permission to Treat form on file for each child and youth participating in church-sponsored events and have copies with event leadership for participants of off-campus events.

Child Protection

Ensure compliance with the Child Protection Policy of the church in all areas of responsibility. Maintain on file a completed Volunteer Form for each leader.

Finances

With the Pastor and the Nurture Committee Chair, propose the annual budget for the ministries of Christian Education.

Meetings

Attend council and committee meetings as directed by the pastor.

Attend church staff meetings as regularly scheduled.

Promoting and Sharing

Develop and maintain effective communication with the congregation through the website, newsletter, bulletin announcements, email, phone and in person.

Maintain professional and ethical practices when utilizing social media.

Qualifications:

Required:

Bachelor's degree in education, religion, or related field

Familiarity with the Reformed tradition

Candidate should be approachable and welcoming, a professional, mature, experienced Christian leader who inspires confidence and trust in parents, staff and volunteers.

Preferred:

3-5 yrs. experience in leading a Christian education program in a large church setting

Master's degree/graduate studies in theological/Christian education

Certification as a Christian Educator in the PC(USA)

Compensation:

The Director for Christian Education will be compensated bi-weekly based on current wages. This is a full-time, exempt position with health insurance, vacation and sick leave as outlined in the Personnel Handbook. Professional expenses to be negotiated.

For more information or to apply, please contact Rev. John C. McKinnon.

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