

ST. PETER'S REFORMED CHURCH

LEADERSHIP POSITION DESCRIPTION

Position Title: Interim Director of Christian Education

Led and Supervised by: Pastor Jim Bertoti

Date Proposed: June 22, 2021

Job Description

The Interim Director of Christian Education is responsible for leading the Christian Education programs at St. Peter's Reformed Church. This involves developing, coordinating, facilitating, and administering Christian Education programs and activities which are designed to enhance Christ-centered growth. In addition to having a passion for Christ and for ministry, the Interim Director of Christian Education must be in touch with all ages and is expected to use creative methods to keep the Christian Education program exciting and welcoming to others. Prior experience in Christian Education is preferred.

Position Qualifications

- Professes and demonstrates their love and devotion to Jesus and a has Passion for Children, adults and Christian Education
- Reports to and meets with Pastor Jim twice a month to review and modify Christian Education programs and follows his guidance
- Possesses good interpersonal, communication, and leadership skills, along with creativity and enthusiasm for Christian Education.
- Has an unwavering commitment to Christian beliefs as stated in St. Peter's bylaws

In addition, the Director of Christian Education should:

- Complete certifications or background checks as mandated by law or by request of St. Peter's Reformed Church
- Attend St. Peter's Worship Service regularly
- Implement and maintain all required background checks for all teachers and volunteers involved in the Christian Education Program
- Work hours conducive to the Church's Christian Education Program

Duties and Responsibilities – Christian Education

- Initiate and implement a plan to grow the Sunday School Program while identifying additional programs that can increase participation in all Christian Education activities
- Lead Vacation Bible School, with the assistance of staff, while attending all planning meetings and being present each day during the program.
- Work with volunteers to generate interest in young adult and adult education options
- Provide leadership in the curriculum selection for all Sunday School Classes
- Recruit and Support Sunday School teachers
- Lead Christian Education meetings as required by St. Peter's bylaws
- Be available and visible on Sunday morning, accessible to students and staff during Sunday school, and find substitute teachers when the need arises
- Publicize church school programs and activities through various media resources. i.e. bulletin, newsletter, posters, website, etc.
- Facilitate Junior Church, supply curriculum / videos for a successful Junior Church program, and coordinate Junior Church leaders
- Coordinate volunteers for the Nursery

Administrative Responsibilities

- Prepare a monthly formal written program status report for presentation to the Board of Elders and/or Consistory

Compensation and Working Hours

- Position will average 15 hours per week with additional hours for specified activities approved by Pastor Jim