

THE PRESBYTERIAN CHURCH OF WASHINGTON
JOB DESCRIPTION

TITLE: Christian Education Coordinator

PURPOSE: The Christian Education Coordinator will be responsible to build and lead both the children's and youth's education programs. He/she will work with the Christian Education Committee to help organize, plan and implement Sunday school classes, youth groups and other programming.

ACCOUNTABILITY: The Christian Education Coordinator shall be under the guidance of the Senior Pastor and receive support from the Christian Education Committee.

RESPONSIBILITIES:

- a) To create and maintain a non-discriminatory environment that welcomes and accepts all children and youth.
- b) To develop or select curriculum for the children's and youth's Sunday school classes and programs in conjunction with the Christian Education Committee and consistent with the Presbyterian Church USA (Reformed) Theology.
- c) To organize the recruitment of volunteer Sunday school teachers and youth leaders and assure that background checks are complete.
- d) To coordinate and supervise Sunday school, youth groups & activities, the Sunday Nursery Program, Vacation Bible School and other student related programs of our church.
- e) To communicate with the congregation in order to promote the youth and children's ministry of our church.
- f) To communicate with the Pastor about any concerns or joys that become evident with the students or families.
- g) To attend Sunday morning worship and lead an occasional children's sermon.
- h) To attend all Christian Education Committee meetings.
- i) To perform other duties as discussed with the senior pastor or Christian Education Committee.

QUALIFICATIONS:

- a) Has a strong personal faith in Jesus Christ and be willing to share that faith joyfully.
- b) Has an enthusiasm for and experience with Christian Education and a strong desire to work with children and youth.
- c) Has strong oral & written communication skills that transfers to working well with others.
- d) The use of computer and other technologies is a plus.
- e) Must adhere to the church's Sexual Misconduct Policy and pass a background check.

TERMS OF EMPLOYMENT:

- a) The Christian Education Coordinator is a 12 month part-time position. A work week averages 15-20 hours per week.
- b) Yearly salary as agreed. Exempt (not eligible) for overtime pay. Vacation and benefits eligible as defined in the staff policy.

EVALUATION:

- a) Performance review annually by the staff, Personnel & Christian Education Committees.