

JOB DESCRIPTION FOR WILDWOOD PRESBYTERIAN CHURCH
Wildwood, Illinois

Position:

Director of Christian Education

Purpose:

To develop and direct the Christian Education ministry of Wildwood Presbyterian Church in accordance with the policies and direction of the Christian Education Committee and the Session.

Responsibilities:

- Direct, coordinate, and unify the education activities of the church into an integrated and effective ministry of Christian Education.
- Evaluate and identify educational needs of all age groups in the church and develop action plans to address those needs.
- Develop and implement curricula for pre-school through high school levels.
- Serve as consultant to Christian education committee.
- Serve as advisor to adult education programs.
- Develop and deliver teacher training.
- Recruit teachers and staff for Christian Education programs, such as Sunday School and Vacation Bible School.
- Order curriculum and Christian education supplies.
- Participate in presbytery education ministry programs.
- Oversee Toddler Time, Children's Worship Time, Sunday School Milestones, activities for Children during worship, WildKids Youth Group and Nursery programs.
- Plan and implement special education activities and workshops.
- Develop informational and promotional material related to Christian Education programs.
- Administer Child Protection, Safety and Discipline policies.
- Serve as member/staff resource on Christian Education Committee, VBS Planning Committee, Adult Christian Education Committee, Puppet Ministry, and Christmas Pageant.
- Serve as ex-officio member of designated Session committees.
- Maintain records of Christian Education programs, attendance, and outcomes.

Relationships:

Accountable to the Christian Education Committee of the session for providing reporting of ongoing activities, outcomes, opportunities and deficiencies.

Maintains relationships within the Presbytery, including the associate presbytery executive, for resourcing, coordination, and service.

Maintain advisory/consulting relationships with MOPS Steering Committee, Children's Choirs, and Scout Religious Education Courses

Serve as professional resource to assist, inform, and guide Pastoral Staff, Administrative Staff, and WildFaith and WildFire Youth Coordinators.

Accountability:

Accountable to Head of Staff Pastor.

Evaluation:

Performance reviews will be conducted annually by the Head of Staff Pastor and the Personnel Committee of the session. The Personnel Committee will annually review the adequacy of compensation.

Time:

This is a full time position scheduled for a 40 hour week.