

FIRST PRESBYTERIAN CHURCH
1702 Iowa St.
Davenport, IA 52803
January 2022

Position Title: Director of Christian Education

Classification: Lay Professional Program Staff (Certified Christian Educator), Full-time

Primary Concentration: Children, Youth, and Family Ministries.

Reports to: Head of Staff

Summary of Position: The Director of Christian Education has primary responsibility to create and maintain an innovative program of education and fellowship that is grounded in the Christian faith, centered on relationship-building, and attractive to children, youth and their families.

I. Primary Responsibilities

A. Children and Youth Christian Education

- a. Serve on the hiring team to recruit, supervise, and support the Nursery staff.
- b. Bring recommendations for curriculum and other resources for programs for Pre-K through high school, as well as special occasion multi-generational church fellowship activities and events, to the Children's Christian Education and Fellowship for Youth Committee (CEFY) for the Committee's review, selection and recommendation to the Session.
- c. Recruit, train, support and provide resources for volunteer teachers for church school.
- d. Plan and coordinate special church activities for all ages and families throughout the year, such as Vacation Bible Camp, an Easter Celebration, children and youth led worship, and other special events as needed and/or developed. In consultation with the Church Marketing and Growth Committee of Session, make it a point to encourage community youth (non-church members) involvement.
- e. Coordinate and implement youth, family and intergenerational mission trips, including fundraising for trips.
- f. Administer the confirmation program.

Serve as a staff resource to other staff members and to the committee(s) for Children's, Youth and Family Christian Education and collaborate with pastor(s) to encourage the parents and significant adult figures of their children to be active in adult faith formation.

B. Children and Youth Fellowship Ministry

- a. Develop, implement, facilitate, and administer children (Kirkwood Club – grades 1-5), Middle School (grades 6-8) and High School (grades 9-12) fellowship programs in conjunction with the CEFY.
- b. Organize and facilitate youth activities [PC(USA) Youth Triennium, retreats, trips and events], and encourage middle and high school youth to serve as volunteers at such special events.
- c. Train and equip lay volunteers involved in youth ministries.
- d. Provide vision for future growth of the youth ministries and further development of opportunities for youth in church activities, including through work and support of other committees within the church.
- e. Engage the youth relationally, spiritually, and socially such that each young person feels known and is involved to the level that they choose to be, demonstrating proficiency with technology and communication modalities utilized by children, youth, parents and young adults in accordance with the church's Child Protection Policy; examples (which will change over time) include Facebook, Instagram, Twitter, Snapchat, Spotify, Texting
- f. Develop a ministry of presence to children and youth, by attending activities outside the church, which may include school plays, music performances, sports activities, etc. Flex-time is available for presence at activities outside business hours. As our program rebuilds, our plan is to add a half-time youth worker reporting to the Christian Educator. The youth worker will take over this (by then developed) task.

II. Administrative Responsibilities

- a. Collaborate with the Christian Education, Family and Youth Committee in the ministry of Christian Education.
- b. Attend Session meetings and report during Session meeting as needed.
- c. Assist assigned committee(s) in developing a program budget and submit it to the Joint Budget meeting annually.
- d. Administer program budgets as directed by the Christian Education, Family and Youth committee (CEFY); includes purchasing (with approval by CEFY) of equipment, curriculum

and supplies

- e. Maintain program supplies and supply rooms
 - 1. Keep an inventory of needed Christian Education supplies and curriculum
 - 2. Respond to volunteers' supply and curriculum needs in a timely manner
 - i. Place Christian Education supply and curriculum orders with approval of Head of Staff and CEFY Committee
 - ii. Verify accuracy and cost of Christian Education supplies and curriculum received
 - 3. Maintain Christian Education supply and curriculum order files
- f. Design, maintain, nurture Christian Education spaces

III. Qualifications

This ministry requires that the person in this position be a Certified Christian Educator, be engaged with, (or willing to enter), the Certification Process

Graduate degree in Christian Education is preferred. Undergraduate degree with experience a possibility

Compliance with church's Child Protection Policy

Full vaccination against COVID-19 and masking are requirements.

Additional required qualifications include:

Creative problem-solving skills

Clear communication skills in writing, in person, zoom and telephone

IV. General Terms of Employment and Benefits

- a. Market competitive minimum salary; currently \$65,000.

Benefits as outlined in the Personnel Policies and Procedures Manual of FPC including work related cell phone reimbursement.

V. Contact Information

Rev. Dr. Kathy Stoner-Lasala, Bridging Pastor

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