



Position Description: Director of Christian Education

Purpose: The Director of Christian Education plays a pivotal role in nurturing the spiritual growth and development of the children and youth of St. Andrew. As the face of the church to our children and youth, the DCE is at the forefront of fostering a deep relationship to God and a meaningful understanding of Christian values and traditions. The Director will collaborate closely with the church leadership to create a vibrant and inclusive environment that encourages exploration of faith and cultivates a lifelong commitment to Jesus.

Responsibilities

Faith Formation Oversight:

- Build strong relationships with the children, youth, and families of the church
- Create/identify age-appropriate curriculum, activities, and events that engage and inspire spiritual growth.
- Create/coordinate and implement faith formation programs for children, including Nursery, Sunday School, children's sermon, holiday programs, and family activities. Recruit, resource, and supervise volunteers to support/lead these programs.
- Cultivate a dynamic and engaging youth ministry that addresses the unique needs and challenges faced by adolescents. This includes monthly youth lunches and organizing Confirmation Classes. Recruit and supervise volunteer leaders.
- Foster positive relationships with parents, guardians, and families, encouraging active involvement in their children's spiritual journeys. Create opportunities that foster community among the families. Send regular updates with news, calendars, and upcoming events.
- Participate in occasional evening events, activities, and meetings.
- Coordinate special programs and offerings which may include: Teacher Commissioning, Bible Gifts, Christmas Pageant, Blessing of the Backpacks, Palm Sunday Processional, Teacher Recognition, Easter Egg Hunt, Souper Bowl of Caring, Rally Day, Graduate Recognition
- Embrace technology to enhance educational initiatives, utilizing online resources, social media, and other platforms to connect with and engage members
- Advertise widely for classes and activities, giving preference to personal invitations and outreach.
- Participate in continuing education opportunities to further enrich Christian Education at St. Andrew

Leadership and Team Collaboration:

- Collaborate with the Christian Education Committee and volunteers, fostering a spirit of unity and commitment to the Christian education mission. Work with the committee as they have responsibility for:
 - Developing and implementing comprehensive faith formation programs, including approving curriculum
 - Maintaining accurate lists of children and youth by grade and age as well as parents/guardians re: contact information.
 - Supervising the condition and organization of classrooms, supply room, and storage areas.
 - Managing, allocating, and monitoring the CE budget.
 - Ensuring compliance with the Child Protection Policy.
 - Hiring and supervising nursery staff, with the approval of Personnel Committee
- In collaboration with the Worship Committee, identify opportunities for children and youth to serve as worship leaders and active participants in worship in other capacities.
- In collaboration with the Mission Committee, identify opportunities for children and youth to participate in service to others.

Qualifications:

- A strong commitment to the Christian faith and alignment with the theological principles of the Presbyterian Church.
- Excellent interpersonal and communication skills. Ability to express ideas, beliefs, and feelings in a positive, professional manner.
- Ability, during worship, to gather youth and children in front of the congregation to conduct “A Word for God’s Children” in ways that engage and even delight the youth, the children, and the congregation.
- Strong organizational abilities.
- Ability to inspire and work with a team of volunteers.

Schedule Expectations:

- 12-20 hours per week. This is a temporary position running through the end of the program year (end of May, 2024) with the opportunity for it to evolve into a permanent position should that be mutually agreeable to both the DCE and the congregation.
- Vacations and leaves of absence should be arranged in consultation with the Pastor and coordinated with respect to the church year and programming.

Accountability: The DCE will be accountable to the Pastor, the Christian Education Committee of the Session, and the Personnel and Administration Committee of the Session.

Position Compensation and Benefits:

- \$30/hour. Other Compensation: Expense accounts for professional expenses, continuing education expenses, and mileage reimbursement; two Sundays for vacation
- Flexible/remote working opportunities

Please email resume and cover letter to: office@standrewboulder.org. Applications will be accepted until the position is filled.