



The Brick Presbyterian Church Christian Educator Job Description

Job Title: Christian Educator and Program Coordinator

Reports to: Senior Minister

Salary: \$115,000 - \$125,000

Benefits:

- **Medical Insurance**
- **Life and AD&D Insurance**
- **Short-Term and Long-Term Disability Insurance**
- **403B**
- **Three weeks paid vacation**
- **One week paid study leave**

FLSA Status: Full-time, exempt

Location: In-person, The Brick Presbyterian Church, New York, New York

Organization

The Brick Presbyterian Church in the City of New York is a prominent, 1,500+ member, nationally recognized, PC(USA) congregation on the Upper East Side of Manhattan. We have a 250+ year history of traditional worship, Christian education, mission outreach, and regular fellowship programs. The church is also home to the highly regarded Brick Church School, which provides early-childhood education to over 170 children.

Position Overview

The Full-Time Christian Educator at The Brick Presbyterian Church is responsible for developing, leading, and nurturing the spiritual growth of children through a vibrant and engaging Sunday School program. This person will connect with families, forge relationships, and help them develop their child's faith beyond Sunday morning. The holder of this position will also oversee the recruitment, training, and management of volunteers; serve as a key voice in evaluating, improving, and helping set curriculum; lead the coordination and execution of special events; and support the overall Christian education program for children from preschool through 7th grade. This includes working closely with church leadership, families, and volunteers to ensure that the Sunday School department fosters a welcoming and spiritually enriching environment for children. The holder of the position will also regularly lead Sunday School classes.

Primary Responsibilities

1. Program Development and Oversight

- Design and oversee a comprehensive Sunday School program, fostering the spiritual development of children from preschool through 7th grade.
- In consultation with the Children's Ministry Committee, help set the curriculum, perform ongoing assessments of the curriculum, and seek out ways to enhance the curriculum in alignment with reformed theology and the values of The Brick Presbyterian Church.
- Plan and organize special events, seasonal programs, and milestone celebrations, such as Advent, Christmas, Easter, and Pentecost activities; giving out Bibles (which the church

traditionally does in third grade), supervising and helping with the Christmas Pageant, and more.

- Maintain an ongoing evaluation of Sunday School programming to ensure relevance, quality, and engagement.
- Structure the program to naturally guide children into youth group and confirmation class, creating a seamless path for continued spiritual development
- Lead Sunday School classes.
 - Engage with children during Sunday School by sharing Bible stories, leading activities, and encouraging participation.
- Collaborate with The Brick Church Day School whenever possible to build connections and share resources, ensuring children are engaged in both the church and school communities.
- Collaborate with Adult Education efforts to ensure smooth integration of learning across all age groups.
- Coordinate and manage the Church Service Childcare program and serve as the lead contact.

2. Volunteer Recruitment and Management

- Recruit, train, and support teachers and Sunday School administrators and supervisors, helping them manage and run Sunday School effectively each week.
- Provide regular training and resources for teachers to enhance their skills and knowledge.
- Ensure all volunteers undergo necessary background checks and child protection training.

3. Family Engagement and Communication

- Serve as the primary point of contact for parents regarding Sunday School and other children's programs.
- Foster strong relationships with families and provide resources to help parents nurture their children's faith journey at home.
- Communicate regularly with parents and the congregation regarding Sunday School events and programs.

4. Collaboration and Church Integration

- Work closely with the clergy, music staff, and administrative teams to integrate Sunday School programs into the broader worship and mission life of the church.
 - Support weekday programs like Children's Choirs, the Brick Church Community Theater, Mothers' Morning Out, Scouts, and other events that nurture our church's youngest members throughout the week.
- Collaborate with church staff on community outreach initiatives that involve children's ministries.
- Act as a liaison between the children's programs and the wider church community, ensuring alignment with the church's mission.
- Build connections with The Brick Church Day School to foster collaborative opportunities and expand the reach of both ministries.

5. Administrative Responsibilities

- Manage the Sunday School budget, ensuring responsible allocation of resources.
- Maintain records of attendance, volunteer participation, child safety regulatory compliance, and program evaluations.
- Ensure that all classrooms and materials are prepared for Sunday School each week.

6. Instructional Leadership & Support

- Oversee and support the instructional work of Sunday School teachers.
- Assume teaching responsibilities as needed to ensure program continuity.

Qualifications & Skills

- Certified Christian Educator (PCUSA) or equivalent
- Bachelor's degree or higher in Education, Christian Education, Theology, or a related field is preferred.
- 3-5 years of experience in theological education, children's ministry, or a related field.
- Strong understanding of child development and age-appropriate teaching methods.
- Excellent organizational, communication, and leadership skills.
- Ability to work collaboratively with volunteers, families, and church staff.
- Passionate about children's ministry and nurturing the spiritual lives of children.
- Commitment to the values and mission of The Brick Presbyterian Church.
- Technical skills:
 - Proficiency with computer software and technology such as Microsoft Word, Excel, Outlook, Zoom, Teams, event calendaring systems, and accounting systems for effective program administration and budget oversight.
- Desirable:
 - Musical ability, including the use of a musical instrument to enrich children's programming.
 - Experience leading and coordinating large-scale children's events.
- Note: While active involvement in church services and many events is expected, membership in The Brick Presbyterian Church or adherence to Presbyterian-specific beliefs is not required. We welcome individuals of all backgrounds who share a commitment to our mission and a faith in Jesus Christ.

Key Attributes

- A deep personal faith and a strong commitment to Christian values.
- Warm, approachable, and enthusiastic about working with children and families.
- Able to foster a welcoming and inclusive environment for children of all backgrounds.
- Creative and flexible in developing engaging programs that meet the spiritual needs of children.

Work Schedule

- Full-time position with regular Sunday responsibilities.
 - Regular days off will be Fridays and Saturdays.
- Flexibility when occasionally necessary to work some evenings, Saturdays, and special events throughout the church year.

Those interested can submit their application, including a resume and cover letter, to cesearch@brickchurch.org.