

Description of Christian Education Position Leesburg Presbyterian Church

VISION STATEMENT

Leesburg Presbyterian Church's educational ministry will be a nurturing, welcoming place where people can continue their spiritual growth. We will offer a variety of classes to meet our congregation's varying needs. We see education as a journey to be shared and we hope the journey will be a joyous, vibrant, and meaningful one that recognizes what everyone brings to our community of faith.

JOB DESCRIPTION SUMMARY

- To provide primary leadership and coordination for church's ministry to children and their families;
- To provide leadership and coordination of Sunday Church School for grades Preschool-12.
- To provide secondary resource and support to pastor and part-time youth coordinator upon request for the Sunday evening youth ministry program
- To provide secondary resource and support to Adult Studies Task Force that plans the educational opportunities for adults

ACCOUNTABILITY: Accountable to the Session through the Personnel Committee and under the supervision of the Pastor as Head of Staff.

RESPONSIBILITIES SHALL INCLUDE:

- Actively and enthusiastically participate in and manage all aspects of a successful Christian Education program.
- Provide staff support for the Christian Education Committee and attends their monthly meetings
- Create and ensure a welcoming environment for young children to include: coordination with Leesburg Presbyterian Church Preschool (LPCP).
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- Design and implement the church school program including out-of-the ordinary programming like field events and intergenerational activities.
- Assist in the recruiting and training of teachers, recommending a budget, purchasing supplies, and organizing special events.
- Design and implement the children's program of the two eight week Wednesday night (referred to as MANNA) supper series (Fall and Spring).
- Provide coordination and assistance functions in support of the summer Vacation Bible School.
- Oversee and manage the Sunday morning nursery care.
- Oversee childcare staff (paid and/or volunteer) on Sunday mornings and for special events.
- Offer "Time with Children" during Sunday Worship on a rotating basis with other Staff.
- Attend weekly staff meetings.
- Maintain regular office hours

CHARACTERISTICS AND SKILLS

- a strong personal faith
- passion for the ministry of Christian Education with all ages
- ability to develop, motivate and encourage teachers and other volunteers in the educational ministry
- good organizational and current technological skills

- knowledge of “best practices” and curriculum resources for an effective and stimulating Christian Education program
- good communication skills with staff and congregation
- membership in APCE
- maintain familiarity with PCUSA form of government

EDUCATION/EXPERIENCE

Educational and experience requirements include the following:

- An undergraduate degree as well as a degree in Christian Education or significant education in Christian Education
- significant work experience as staff or volunteer in Christian Education
- certification in Christian Education or the intent to pursue certification is desirable.

RELATIONSHIPS: Maintain a collegial relationship with the Pastor as Head of Staff and other members of the staff, the Christian Education Committee, the Session and with LPC Members and visitors, volunteers and parents.

EVALUATIONS: Performance reviews will be conducted annually by the Personnel Committee in consultation with Pastor as Head of Staff. The Personnel Committee will annually review the adequacy of compensation.