

BBPC Director of Christian Education

Title: Director of Christian Education Christian (25 hours per week average)

Purpose:

The Director of Christian Education (DCE) serves the church and the community. The DCE provides vision and oversight of the Children & Youth Ministry programs of the church, and serves as staff liaison and support to the Board of Deacons.

Accountability:

The DCE is accountable to the Session through the Head of Staff (Pastor) and the Personnel Commission.

Responsibilities:

The Director of Christian Education (DCE) shall report to the Pastor as Head of Staff and the Session through the Personnel Commission. The DCE will assist in worship, primarily leading the Children's Time, and may preach on occasion if interested. In addition, the DCE is responsible for identifying opportunities to expand and modify programs and thereby increase engagement. The DCE shall attend weekly staff meetings, and is primarily responsible for the children, youth and family ministries of the church. The DCE shall attend monthly Deacon meetings to offer support and guidance.

Children, youth and family ministry currently includes:

1. CHILDREN & FAMILY MINISTRY

- Direct the Children's Sunday School Program (September – June)
 - Provide leadership, support and guidance to Sunday School volunteers and the children/families of the church, including selecting curriculum, training teachers and communicating with parents/guardians.
- Plan and implement a Monthly Family Program
 - Offer a monthly event for families with children ages 3 to 5th grade.
 - Serve as the administrator of the church Family Facebook page
- Plan and implement a one-week Vacation Bible School (VBS) program in the summer
 - Select curriculum, recruit and train volunteers, manage promotion, and registration.
 - Oversee the daily implementation of VBS
- Oversee summer programs for children/family worship June – Sept
 - Recruit and train volunteer leaders for each Sunday in the Summer
 - Provide curriculum & resources for each week
 - Support volunteers as needed
- In conjunction with the Pastor, organize and recruit volunteers for an intergenerational worship service four times annually.
- Explore the formation of a Sunday morning preschool program, concurrent with worship, for children ages 2- 3. Direct the creation of such a program in conversation with the Christian Education Commission.

2. YOUTH MINISTRY (grades 6-12)

- Plan and implement Youth Group Programming, and develop and equip a volunteer youth advisor team
 - Weekly Youth Group Gatherings - October to May
 - Develop a Sunday morning education opportunity for grades 6-8
 - Annual Youth Retreat
- Oversee and participate in a confirmation program offered to high school youth, with volunteer support.

3. YOUTH SUMMER MISSION TRIP

- Plan, implement and lead, with volunteer support, the annual weeklong Youth Summer Mission Trip focused on grades 8 through 12.
- Recruit, assist and oversee volunteers for finance/administration, fund raising, and participant volunteers for the trip itself.
- Organize and lead pre-trip orientation and training sessions
- Organize and lead post-trip debrief with participants and the congregation

Relationships:

The DCE reports to and works with the Pastor and other staff and volunteers. The DCE works directly with the Christian Education commission chairs (elders) and commission members, as well as the Board of Deacons, and volunteers serving in the many children's/youth ministry programs of the church and in which the church provides outreach to the community.

Evaluation:

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

Required Knowledge, Skills and Abilities:

- Possesses vibrant faith rooted in the Reformed tradition
- Energetic self-starter who engages with caregivers and children
- Must be able to stick to weekly deadlines and worship requirements of BBPC
- Must be committed to the church's mission and message
- Must be courteous and tactful with congregation members in a variety of circumstances
- Must exercise exceptional judgment in dealing with sensitive and personal issues
- Must be an able and willing member of the church staff team
- Must be comfortable with Microsoft Office Suite, Google Docs, and in general modern technology and social media sites for posting and promotions.
- Must be comfortable with a wide range of individuals from all walks of life
- Must be able to communicate effectively both verbally and in writing.
- Must be diligent in meeting the spirit and the letter of the child protection safety guidelines of BBPC

Education and Experience:

A vibrant Christian faith and a Bachelor's degree and/or two or more years of equivalent training and experience that provides the necessary knowledge, skills and abilities to perform the position. Experience in or familiarity with the Reformed Faith Tradition a plus.

Compensation: \$32,000 - \$ 35,000 plus benefits commensurate with experience and skills