

JOB DESCRIPTION
DIRECTOR OF CHILDREN'S EDUCATION
Yorkfield Presbyterian Church
1099 S. York Road, Elmhurst, IL 60126
(630) 833-6600
[Approved by Session:]

General

The *Director of Children's Education* (DCE) has the primary staff responsibility for the Christian Education of the congregation's members from 3 year olds through fifth grade, including Sunday School, the mid-week program for grades 1-5 and Vacation Bible School.

Responsibilities

- A. The DCE will work closely with the Christian Education Commission (CE) to provide meaningful Christian Education for the congregation's children and youth.
- B. S/he will provide oversight for recruiting and training all volunteers who work with children and youth.
- C. S/he will evaluate and select age and content-appropriate curriculum for the Sunday School, mid-week programs and Confirmation classes, in consultation with teachers, the Pastor and CE.
- D. The DCE is responsible for the development of the yearly budget for Education, and has day-to-day oversight of all Education-related budget items in consultation with CE.
- E. S/he is responsible for coordinating and participating in the grade 1-5 mid-week program.
- F. S/he will provide oversight for Vacation Bible School.
- G. S/he will oversee the Safe Practices Committee and see that all are properly trained and members are informed of a policy in place.
- H. S/he will meet regularly for staff meetings to plan and coordinate programming.
- I. S/he will continue to educate him/herself through participation in ongoing continuing education events.
- J. S/he will be the point of contact for new families visiting the church and work to build the family into church membership.
- K. Other duties or responsibilities assigned by Head of Staff.

Hours

The average time is 20 hrs/wk. During the program year (especially when the mid-week program is in session) there will be weeks when the hours will be higher, and other times (Summer, except for the week of VBS) when the hours are less. The DCE may exercise flexibility in the use of his/her hours, but ordinarily the following will be normal components:

- A. Weekly attendance at Sunday School (September – May) & the after-school program (September – March).
- B. Vacation Bible School.
- C. Training/planning meetings with teachers prior the start of each program.
- D. Monthly attendance at Christian Education meetings.
- E. Weekly attendance at Staff Meetings, or with Pastor.

Accountability

- A. The DCE is an employee of the Church, hired by the Session and accountable to the Pastor.
- B. The DCE will make brief written monthly reports to Session.

Required Skills and Experience

- A. Should have prior experience working with children in a Church setting.
- B. Have the ability to understand and implement Presbyterian & Reformed curriculum.
- C. Strongly prefer Education degree with several years of teaching experience.
- D. Be knowledgeable of Human Development and Faith Development for age appropriate learning.
- E. Have an ability to interpret and integrate religious education into the ministry of the church.
- F. Display strong organizational skills to coordinate and communicate with volunteers, staff and families.
- G. Be creative and seek ways to continue offering exciting programs.
- H. The DCE may be a lay person or ordained clergy.

Availability

- A. The DCE will need to have regularly scheduled office hours and be present on Sundays from Labor Day to Memorial Day.
- B. S/he must have a flexible schedule to accommodate the program schedule.

Evaluation & Review

- A. The DCE's ministry will be evaluated by the Pastor and Administration & Personnel Commission at the end of 3 months, 6 months, 12 months, and then annually thereafter.

Resources

The Office Administration staff, photocopy and computer services are available to the DCE. The DCE will work closely with the Office Manger to make certain that all printed materials for distribution and mailing are submitted to the staff in a timely fashion.