

CHRISTIAN EDUCATION DIRECTOR JOB DESCRIPTION

Purpose of the position: To work with the Personnel Committee, Christian Education Committee and Session in planning, developing and supervising the Christian Education ministry of Hope Presbyterian Church.

Responsibilities:

1. To coordinate and unify the educational activities of the church
2. To help locate appropriate curricula for prekindergarten through the adult level and order curricula
3. To help recruit teachers
4. To develop and carry out teacher training
5. To obtain Christian Education supplies
6. To help find resources for teachers
7. To coordinate and oversee programming during Christian Education sessions
8. To get subs for teachers unable to teach
9. To keep track of attendance and offering
10. To connect with students who are missing for three straight weeks
11. To update information in the Hope Scope (monthly), bulletins (weekly), and in note form to children and families
12. To participate in Christian Education meetings (monthly)
13. To help develop and oversee Vacation Bible School
14. To serve as advisor to youth fellowship and adult education programs
15. To plan and oversee a yearly local mission project for children and youth of Hope (within Minnesota)

The position's salary will be a minimum of \$12.50 per hour dependent upon qualifications (education and experience), for 10-15 hours per week.

Approved by Session 2/1/2021