

**First Presbyterian Church
Goldsboro, North Carolina**

Position Description

Title: Director of Children's Ministry and Christian Education

Reporting Relationship/Supervisor: Supervised by the Pastor

Hours: Full-time position with benefits; position requires office hours and variable schedule as needed to fulfill responsibilities. Salary is negotiable.

Purpose: Foster the spiritual formation of children, their families, and adults.

Specific Duties and Responsibilities:

1. Plan, implement and supervise age-appropriate child and adult spiritual formation in the areas of ongoing and seasonal discipleship ministries, using reformed Christian Education theory and practice.
2. Organize and plan creative wide, community and family events to reach out to more children. Events such as community Easter Egg hunt, Trunk or Treat, and other community-oriented events. Assist mission trips and programs related to children in coordination with the mission committee.
3. Communicate with families in innovative and timely ways using email, social media, and other ways. Keep updated records of all children and their families in the church.
4. Help visitors, new members with children feel welcome; giving them information on all activities and helping them learn their way around the church.
5. Work with pastoral and program staff, Youth Director, Christian education committee, as well as congregation members, on Christian Formation.
6. Attend Continuing Education events to enhance the implementation of new teaching methods, materials, networking with other Christian educators and implement these as appropriate.
7. Direct Vacation Bible School, propose curriculum, recruit, and train volunteers.
8. Recruit, train and supervise qualified volunteers to assist with program implementation and growth.
9. Plan and oversee annual budget for children and Christian Education ministries.
10. Attend staff meetings, appropriate committees, and work with other staff members.
11. Prepare and present children's time during worship.
12. Other duties as needed or assigned.

Qualifications/Required Skills:

1. Bachelor's degree in Education, Religious Studies, or related field.
2. Familiarity with Christian Education and child development theories.
3. Team oriented, work well with staff, volunteers, parents, congregation, and community leaders. Strive to get along with everybody.
4. Excellent verbal and written communication skills. Intercultural ministries experience is a plus. Technology and Social media knowledge are a plus.

Personal Requirements:

1. Strive to be a follower of Jesus Christ, practice devotionals, trust God in all things.
2. Exhibit honesty and integrity, kindness and caring, tactfulness and courtesy, enthusiasm, and joyfulness. Be always a team player. Set example by own conduct and personal behavior, be responsible and accountable for self, be respectful of authority, use authority wisely and make wise decisions.
3. Understanding of and support of PCUSA teachings where all are welcome.
4. Understanding of and ability to maintain confidentiality.

Equipment Used: Personal computer with various software as needed.

Other Special Requirements: Valid Driver's license.

Revised June 2023.