

First Presbyterian Church of Royal Oak
Position Description
Director of Christian Education
Supervised by: Head of Staff

General Summary

Under the supervision of Head of Staff, serves the church by organizing and building a vital Christian Education program for children (focused on infants to fifth grade) and their families.

Essential Job Functions:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Manage the key children's programs in coordination with the Christian Education Committee of the church: Church School (Joyful Journeys), Kids in Christ Club (Plans the KIC Club program for the K thru 5th grade youth), Vacation Bible School, and Wednesday Night Live Program activities including seasonal activities and crafts.
 - Recruit, train and support teachers.
 - Select and develop curriculum.
 - Evaluate programming.
 - Coordinate the purchasing, maintenance and use of audiovisual materials with the Evangelism and Communication Committee, as well as purchasing of creative supplies.
 - Work as the leader, working with volunteers regarding the upkeep/cleanout/and decorations of the classroom.
2. Oversee the Sunflowers Preschool operation:
 - Serve as liaison to Session.
 - Conduct periodic meetings with preschool staff.
 - Ensure that the preschool is properly licensed.
 - Provide input on preschool operations, including budget.
3. Publicize Christian education programs through newsletters, bulletins, brochures, announcements, mailings, etc.
4. Participate as a member of the staff team, attending staff meetings.
 - Coordinate with other members of the program staff and committee members to provide educational, Christ-centered programming for the children.
 - Attend to other duties as directed by the Head of Staff.
 - Attend Christian Education meetings, and Session meetings as needed.
 - Coordinate total children's programs (infant through 5th grade).
 - Help plan special worship with children involvement (Christmas, Palm Sunday, Pentecost, and Ash Wednesday).
5. Plan and coordinate special events or retreats for church members, encouraging spiritual growth, fellowship, recreation, learning and service. Support existing 5F's groups (Adult fellowship groups

who met in homes or the church - Fun, Food, Fellowship, Friends, and Faith) and the startup of new startup groups.

6. Support Christian Education in coordinating Wednesday Night Live dinnertime special events, including the children's choir.
7. Act as an advocate for the children and families.
 - Help establish a warm, welcoming atmosphere for families attending and visiting our church by being present at fellowship activities regularly.
 - Communicate with parents, volunteers, and children to determine the needs of the families in our church.
8. Represent the church in the greater community.
 - Attend Presbytery-sponsored educational events.
 - Attend conferences for professional development.

Required knowledge, skill, abilities and minimum qualifications:

The requirements listed below are representative of the knowledge, skill, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Recommended BA/BS degree in education or religion.
- Foundational knowledge of the Bible.
- Foundational knowledge of Presbyterian beliefs and practices.

The hourly position is designed to serve for 18-22 hours per week, with the understanding that some seasons of the church year require additional hours.

Please send inquiries to personnel@fpcro.org

