

JOB DESCRIPTION FOR PART-TIME CHRISTIAN EDUCATOR

[Christ Our Anchor Presbyterian Church](#) is a small and welcoming congregation in the Cape St. Claire neighborhood of Annapolis seeking a Christian Educator. This position would be starting at 8 hours per week, year-round with flexible hours in the summer months. This is a rewarding and flexible part-time job. The ideal candidate would be an enthusiastic self-starter with a love for children and families. This position is supervised by the Pastor and reports to Christian Education Elders.

Minimum Qualifications

- degree in field of education OR more than two years of related experience
- priority given to those who are familiar with church children's programs and/or the Presbyterian Church USA

Position Responsibilities

- PRIMARY task of this position is managing our weekly Sunday School program at the Sunday service
 - Recruiting and training potential volunteer teachers
 - Ensuring that volunteers have planning materials and curriculum
 - Being present on Sunday mornings for troubleshooting OR ensuring adequate coverage of programs
 - COMMITMENT TO TEACHING TWO SUNDAYS A MONTH
- Regular email communications with families served by our programs
- Scheduling and overseeing the nursery workers at the Sunday service
- Leading the Vacation Bible School program in the summer
 - Setting dates and choosing the theme each year
 - Recruiting volunteers among adults and youth
 - Organizing dates for decorations and other preparations
- Ensuring adherence to Safe Sanctuaries background checks for all volunteers with children
- Supporting special events for children and families (i.e. annual Christmas Pageant or Easter Egg Hunt)
- Serving as an active (non-voting) member of our Anchors-A-Wee Preschool Board
- Assisting with outreach to our church preschool children and families

Schedule

- September through May
 - primary work would be on Sunday mornings and volunteer management throughout the week

- Some special events take place during the year such as the Easter Egg Hunt or Christmas pageant
- June through August
 - Flexible hours with primary job responsibilities focused on:
 - Preparing the schedule for Nursery and FUN-Day School programs for the Fall
 - Recruiting volunteers and ensuring they are background checked
 - leading the Vacation Bible School between late June and early August (requires approximately 20-25 hours on the week of the event with more concentrated hours in the weeks prior for decoration and preparation)
 - Assessing the Sunday School curriculum and choosing one for the next year

Salary

\$800 per month

*To inquire,
please send cover letter, resume and at least two references
to Rev. Jessie Lowry at pastor@christouranchorpc.org
Deadline: Until position is filled*