

JOB DESCRIPTION

Director of Children's Christian Education First & Franklin Presbyterian Church

The Director of Children's Christian Education (DCCE) at First & Franklin Presbyterian Church oversees the children's Christian education program. The DCCE will foster a joyful and inclusive learning environment where children are:

- Valued and welcomed with personal warmth;
- Introduced to the story of God's interaction with humankind as contained in the Old and New Testaments;
- Introduced to the Reformed tradition of reading scripture;
- Given opportunities to express their experience of the story of God's people through the arts.

QUALIFICATIONS (not in order of priority)

- **MATURE FAITH:** An ability to articulate the Christian faith age-appropriately.
- **TALENTS:** Personal gift of eliciting artistic creativity in children; storytelling and activity leadership; an ability to connect the story of faith to the worlds of children.
- **PROFESSIONAL, TECHNICAL, AND ORGANIZATIONAL SKILLS:** The position requires a self-starter with strong leadership skills, the ability to communicate well and work respectfully with other members of the staff and congregation, strong verbal, written, and interpersonal skills, and the ability to organize and prioritize work and meet deadlines. The candidate must also be able to communicate via email, in addition to other forms of communication.
- **INTERPERSONAL SKILLS AND DEVELOPMENT:** The DCCE needs to be able to relate well with children, youth, and adults, make decisions and delegate responsibilities to others, recruit others who might assist as volunteers in the program, and interact and serve with the church pastor and staff.
- **PERSONAL ATTITUDES:** Friendliness, a serving, glad, and humble attitude, understanding of and respect for the faith and inclusive values of our church community, delight in working with children, ease in working with multiage classrooms, ability to graciously express leadership and create esprit de corps, openness to new ideas, self-motivation.
- **DEPENDABILITY:** Loyalty and reliability, setting and meeting deadlines and goals, organization, punctuality.
- **DISCRETION AND CONFIDENTIALITY:** Trustworthiness; respect for privacy issues.
- **ADMINISTRATION:** Coordinate with the pastoral and church staff and office; oversee the nursery caregiver employee; participate in meetings with the pastor and Church Life Committee as needed. Maintain accurate Sunday School records. Identify, train, and motivate volunteers to assist in this program.

RESPONSIBILITIES

- Be present and prepared each Sunday morning before and after Sunday School to greet, support, and encourage children, parents, and teachers. Regular hours are 9 a.m. to 10:30 a.m. on Sundays. Regular attendance at Sunday worship is highly encouraged as well.

- Collaborate with the pastor and the Church Life Committee in selecting and forming a church curriculum and supplies for young children; work with volunteer teaching assistants to inform and support their effectiveness.
- Maintain attendance records.
- Prepare and present reports to the Church Life Committee; occasionally meet with the committee if requested.
- Plan and participate in special children's events, presentations, and performances to the congregation.

HOURS

- Between 2-3 hours per week, including Sundays. Hours may vary according to the church calendar.

REMUNERATION

- \$500 per month, September through May

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