VII.B PART-TIME DIRECTOR OF CHRISTIAN EDUCATION (DCE) and CHRISTIAN COMMUNITY OUTREACH COORDINATOR (CCOC)

This position can be held by two different people working 10 hours a week each or by one person doing both jobs at 20 hours per week. You may apply for one or both of the positions.

Rate of pay: $15 - $20 per hour

Interested applicants should send their resume by August 1, 2025 to churchoffice@churchvillepc.org.

QUALIFICATIONS of DCE

- Experience in Christian Education preferred
- Good Organizational Skills
- Teaching Experience Preferred
- Good communication skills
- Clean background check required

Hourly Position – 10 hours per week

1. OVERVIEW
   Christian education is vital to the development and spiritual growth of disciples of Christ. In partnership with the Pastor, the Director of Christian Education (DCE) works to equip the Churchville Presbyterian Church (CPC) community of faith – children, youth, and adults – for a life that is Biblically grounded and Christ-focused.

2. RESPONSIBILITIES
   Essential responsibilities include planning, recruiting volunteers, scheduling, implementing and evaluating the effectiveness of: Sunday School classes, Vacation Bible School, Special Studies, and Daycare Christian Education,

QUALIFICATIONS of CCOC

- Experience in Christian Church Outreach preferred
- Event planning experience preferred
- Tech Savvy
- Creative
- Good organizational Skills
- Good communication Skills
- Clean background check required

Hourly Position – 10 hour per week

1. OVERVIEW
   Being active in the community and building a community of faith is an important part of the mission of CPC. The CCOC works to plan opportunities for families to come together for faith-based activities and community events.

2. RESPONSIBILITIES
   Essential responsibilities include planning, recruiting volunteers, scheduling, implementing and evaluating the effectiveness of Friday Fun Nights and all Community Events.

   a. Identify, recruit, coordinate and provide leadership for all community event programming including set

community events, etc.

a. Consistent with the mission of the congregation, identify needs, provide leadership, guidance and support in the implementation of Christian Education programming that meets the needs of CPC adults and families.
b. Select and order curriculum overseeing the educational programs for the Sunday School and other Christian Education children's and youth programs. Obtain Session approval for changes to Sunday School curricula.
c. Maintain attendance records for Sunday School classes.
d. Provide effective communication with parents and the congregation regarding Christian Education events and activities.
e. Choose the Christian Education component of the CPC Daycare Center curriculum for all children attending the Center. In conjunction with the Daycare Center Director, regularly ensure that the CE curriculum is effectively implemented with Bible Bags, weekly bible story readings and visits to the church sanctuary two times per month.
f. Maintain content of Worship Bags for use by youth during the Worship Service.
g. Participate in Christian Education Committee meetings. Meet with the Pastor on a routine basis. Join pre-school meetings as appropriate.

up/clean up, gathering of necessary materials, vendor sign up if applicable, advertising and day of event coordination.
1) Create calendar of events to include monthly Friday Fun nights (second Friday of month), community events such as yard sales, Christmas Bazaar, etc.
2) Make sure all items needed for Friday Fun Nights are procured via donation or purchase.
3) Schedule volunteers to set up, assist during event, and clean up after event.
4) Solicit and recruit vendors for community events such as yard sales and bazaars.
5) Coordinate advertising of events through all outlets available—Preschool, Church, website, Facebook Page, newsletter, yard signage, etc.

b. Communicate with church leadership, staff, and congregation regularly in the planning and coordination of events.
c. Provide relevant articles and information for the monthly CPR, weekly bulletin, website and Facebook page posting content to the social media outlet when needed.

3. WORK SCHEDULE
a. An average of 10-hour work week will be required. It is acknowledged that weeks of events may require more hours and other weeks less. Hours to be determined cooperatively by the CCOC, Personnel Committee and the Pastor.

h. Provide relevant information regarding Christian Education programming and related articles for the church monthly newsletter, weekly bulletin, website and social media as appropriate.
i. In conjunction with the Christian Education Committee arrange for distribution of Bibles to children each year and determine any other year end awards based on Sunday School attendance records.
j. Maintain and update the CE bulletin boards in the Daycare Building and Fellowship Hall.
k. Switch out Banners in the Fellowship Hall as needed to align with the church calendar.

3. WORK SCHEDULE
a. A ten-hour work week will be required to include Sunday mornings. Other days to be determined cooperatively by the DCE, Personnel Committee, Pastor and Daycare Center Director.
b. Adheres to all policies described in the Benefits section of the Employee Manual.
c. Attend monthly staff meetings.
d. Hourly employee submitting hours on a weekly basis in a timely manner

4. WORKING RELATIONSHIPS
a. Work with the Christian Education Committee to accomplish the goals of the Session.
b. Work cooperatively with the various committees and Daycare Director as needed.

b. The CCOC adheres to the policies stated in the Benefits section of the Employee Manual.
c. Attend monthly staff meetings.
d. Hourly employee submitting hours on a weekly basis in a timely manner

4. WORKING RELATIONSHIPS
a. Work with the appropriate church staff and committees to accomplish the goals of the Session.
b. Work cooperatively with any committees as necessary for events.
c. The Pastor serves as the Head of Staff with responsibility of coordinating the staff to accomplish the goals of the Session. The Pastor will supervise the day-to-day operation of the staff unless otherwise indicated.

5. BENEFITS
a. Staff may refer to the Personnel Policy document for information on Benefits.

6. EVALUATION
a. The Personnel Committee will serve as the point of contact for expressions of any needs or concerns by members of the staff.
b. Performance reviews will be conducted annually by the Personnel Committee (and pertinent committees as needed) and Pastor. The Personnel Committee will review the adequacy of the compensation

c. The Pastor serves as the Head of Staff with responsibility of coordinating the staff to accomplish the goals of the Session. The Pastor will supervise the day-to-day operation of the staff unless otherwise noted. 5. BENEFITS a. Staff may refer to the Personnel Policy document for information on Benefits. 6. EVALUATION a. The Personnel Committee will serve as the point of contact for expressions of any needs or concerns by members of the staff. b. Performance reviews will be conducted annually by the Personnel Committee (and pertinent committees as needed) and Pastor. c. The Personnel Committee will review the adequacy of the compensation and make recommendations to the Session.	and make recommendations to the Session.