

## Position Description

### Director of Christian Education

**The Director of Christian Education at the First Congregational Church of River Edge, New Jersey, shall be a person whose commitment to Christ and the Church is evidenced in daily living and work.**

**The Director shall oversee, coordinate, provide resources, train and enable those involved in the church's youth, family and educational ministries.**

**The Director shall help youth grow and develop by encouraging their participation in the total ministry of the church: worship, learning, witness, service and support.**

**The Director shall expand opportunities for study, learning and fellowship throughout the congregation.**

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### Qualifications

- ❖ Christian commitment in life and work.
- ❖ An active member of a Christian Church: basic understanding of Reformed/Congregational theology, or willingness to learn and be committed to teaching it.
- ❖ College degree preferred or equivalent experience with any of the following emphases: education, Christian education, youth ministry, Bible, or religion.
- ❖ Experience in Christian education and/or youth ministry at the congregational level.
- ❖ Possess strong skills in organization, group process, and leadership.
- ❖ Willingness to participate in continuing education opportunities.
- ❖ Ability to relate well and develop rapport with both youth and adults.
- ❖ Ability to plan, organize, lead, introduce and implement new activities and delegate responsibilities.
- ❖ Ability to motivate and bring energy, enthusiasm, initiative, and creativity to youth and learning ministries.
- ❖ Ability to integrate computer resources into the Christian Education program.

### Responsibilities

- ❖ Develop and execute year-round youth, family and educational programs in conjunction with Pastor and Education Team.
- ❖ Acquire and adopt curriculum materials for pre-school through high school.
- ❖ Recruit, train and supervise Church School staff.
- ❖ Recruit and train youth group advisors and oversee the group's activities.
- ❖ Supervise "special" worship services in which children participate, and coordinate presentation of children's message during Sunday worship.
- ❖ Promote and publicize youth, family, and educational ministries within the church and community.
- ❖ Promote and publicize church camps and conferences.
- ❖ Assist Pastor in organizing and teaching Confirmation Class.
- ❖ Attend Education Team meetings as an ex-officio member.
- ❖ Administer the church's "Trust with Care" policy.

## Accountability

- ❖ Submit a written report annually to the congregation.
- ❖ Relate directly to the Education Team; attend Education Team meetings.
- ❖ Meet regularly with Pastor.

## Salary

- ❖ The total compensation package will depend on qualifications and experience.

## Review

- ❖ There will be a performance review three months after employment begins by the Christian Education Planning Team.
- ❖ There will be an annual review based on the goals and expectations of this position by the Personnel Team.

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First Congregational Church  
(a congregation of the United Church of Christ)  
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