



Cross Roads Presbyterian Church Position Description

Title: Director of Christian Education (Children and Youth)

Status: The Director of Christian Education is a full-time exempt position.

Purpose: The Director is charged with the Christian education and spiritual formation of the congregation's children and youth (Pre-K through High School). The successful candidate will have a passion for this work and an ability to share their personal faith in Jesus Christ supporting faith formation and nurturing Christian discipleship.

Accountability: The Director is a member of the professional staff of Cross Roads Presbyterian Church of which the Moderator of Session (Pastor) is recognized as the head. Overall direction shall be the responsibility of the Christian Education Committee. Day to day oversight is the responsibility of the Pastor.

Responsibilities: The Director's responsibilities include, but are not limited to, planning and administering the Church's Christian education program for children and youth. Working closely with the Pastor, Christian Education Committee and volunteers the successful candidate will:

- Oversee the Christian Education curriculum for children and youth (PreK – High School), including planning, organizing and scheduling Sunday School and other faith formation classes/activities and fellowship events
- Identify and train volunteers including Sunday school teachers, program aides and chaperones
- Assume direct responsibility for the education and faith development for Middle and High School students (e.g., teaching, Confirmation Class, fellowship activities, retreats, mission trips)
- Teach other age groups as appropriate (e.g., Sunday morning Children's message, Vacation Bible School, special classes)
- Coordinate volunteer teams implementing major initiatives (e.g., Vacation Bible School)
- Encourage college students to stay involved through shared activities (e.g., holiday brunch, volunteerism, fellowship)
- Communicate with youth/families on a regular basis
- Plan age-appropriate mission activities
- Encourage and support family engagement
- Supervise Nursery Caregiver for Sunday mornings and special services
- Collaborate with Pastor and other staff on shared faith formation events (e.g., family Christmas Eve service)



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Job Focus: While the Director will oversee planning, implementation, and evaluation of all Christian education programs for children and youth, the successful candidate will work with the Christian Education Committee, volunteers and the Pastor to provide effective education, outreach activities and fellowship programs. The allocation of 50% of the Director's time to support Middle and High School youth is deliberate; the successful candidate should be comfortable, experienced and enthusiastic about working with these age groups.

<u>Duties/General Age Group</u>	<u>Approximate % of Time Devoted</u>
• Administrative duties	20%
• Nursery (ages infant - 2)	<5%
• PreK (ages 3-5)	10%
• Elementary age (grades 1-5)	15%
• Middle School age (grades 6-8)	25%
• High School age (grades 9-12)	25%
• College Students	<5%

Areas of Development: Additional programming (e.g., programs with the Cross Roads Preschool, collaborations with other churches/organizations, intergenerational programs) may be added over time but are not an immediate priority.

Administrative Duties:

- Coordinate Church's Safe Church policies including organizing and maintaining volunteer clearances
- Attend meetings of the Christian Education Committee and Cross Roads staff
- Create content to share through Church's communications channels (e.g., weekly e-newsletter, print newsletter, social media)
- Maintain program supplies:
 - Conduct an annual inventory of materials and supplies to ensure best utilization of existing resources and improve budgetary requests
 - Project and submit annual budget needs as requested by leadership
 - Purchase materials and supplies within budget guidelines and provide reports as needed
- Perform other duties as needed or directed in a flexible and cooperative manner to assure a vibrant and healthy congregation
- Demonstrates a responsible commitment to Cross Roads Presbyterian Church.
 - Reports for work promptly
 - Reports illnesses promptly to allow for replacement coverage
 - Maintains a minimal number of absent days per year
 - Requests vacation in a timely manner to allow for replacement
 - Demonstrates flexibility and cooperation with work-related needs



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Qualifications/Requirements: Minimum requirements for the successful candidate include:

1. Bachelor's degree and work experience in Christian education and spiritual formation.
2. The Director must possess excellent judgement, superior interpersonal communications skills, along with solid organizational, project management and time management skills. Familiarity/ability to learn new technologies.
3. Follow the policies and procedures outlined in the Church's Administrative Manual, including the Safe Church policies.
4. Clearances/criminal background record checks are required prior to employment and must be maintained. The following are to be submitted for placement in individual personnel file before beginning work:
 - a) Act 33 Clearance (Pennsylvania Child Abuse History Clearance)
 - b) Act 34 Clearance (Form SP4-164, Pennsylvania State Police Request for Criminal Record Check)
 - c) PA Cogent Fingerprint Record Checks
 - d) PA Mandatory Child Abuse Reporting online course

Relationships: Relates to the Pastor and Cross Roads staff, the Session and lay leaders, the Christian Education Committee, youth and families, along with members of the broader Christian Education community.

Evaluations: Pastor and/or the Personnel Ministry Team will conduct annual performance review.

Compensation: This is a full-time exempt position paying \$39,000 annually. It is expected that the Director will work an average of 37.5 hours per week. The actual hours worked per week will vary based on the Church's worship and educational calendar. Cross Roads offers paid time off, but no other benefits.

To apply: Send Resume to crossroadspcpersonnel@gmail.com