

Position: Christian Education Director

The successful candidate will be enthusiastic, energetic, and personable, have a passion for working with children, and the ability to plan and direct programs related to this position. Education experience preferred.

Purpose: To work under the direction of the Head of Staff in planning, developing and supervising the Christian education of the church.

Accountability: This position is accountable to the pastor as Head of Staff, Education Committee, and, through those, to Session.

Responsibilities:

- Provide leadership, support and resource for the Education Committee of Session.
- Provide leadership for the development and implementation of education programs including, but not limited to, Sunday school, Vacation Bible School, Camp, Adult Classes, Middle School and High School Youth Groups
- Select, implement and oversee curricula for pre-school through fifth grade classes.
 - It is anticipated that this position will be involved in teaching/leading one of the Sunday morning classes.
- Recruit, coordinate and provide training of volunteer teachers and leaders.
- Provide leadership and/or resource special events related to education, i.e., Pumpkin Patch; Christmas program; Vacation Bible School.
- Serve as a resource for adult studies.
- Order curriculum and supplies for education ministries.

General:

- Attend staff meetings as scheduled and advise other staff regarding education.
- Respond to requests of Session and Committees for information and assistance in areas of assigned responsibility.
- Coordinate with the Head of Staff to assure appropriate coverage during office hours and for emergency contact off-hours. .
- Other duties as assigned by Head of Staff.

Evaluation:

Performance shall be reviewed by the Head of Staff and the Personnel Committee on not less than an annual basis. The Personnel Committee Will conduct compensation and benefit reviews annually as part of the budgeting process.

Work Schedule:

This is a salaried part-time position (15 hours/week). Work hours will be established by the Head of Staff.

Vacation and Sick Leave:

Vacation and sick leave are accrued pro rata based on the vacation and sick leave policy established for full-time employees. See the Head of Staff or the Employee Handbook for the policy presently in effect.

Please send cover letter and resume to admin@fpchelena.org or 535 N. Ewing St., Helena, MT 59601 Attn: DCE Search Committee