

Bethel Cumberland Presbyterian Church  
Job Description  
Director of Christian Education

**Description**

The Director of Christian Education (referred to as DCE hereafter) shall oversee the educational ministries for all ages of the Church and direct the Youth and Children's Ministries so as to develop a total program. The position is under the direct supervision of the Senior Pastor; with monthly reports being given to the Session.

**Qualifications**

1. Must have a solid Christian foundation and commitment to the Cumberland Presbyterian Church.
2. Must maintain a healthy balance between leadership and dedicated service.
3. Must have specialized training and/or experience with children, youth, and pastoral ministry. College Degree required. Seminary training/Ordination preferred.
4. Must be positive and respectful in dealing with church members, youth, parents, etc.
5. Must present a mature role model and example.
6. Must be able to pass a background check

**General Responsibilities**

The DCE is responsible for the promotion, development, and leadership of youth and children's activities and educational programs for the congregation. The goal is to develop the total Christian Educational Ministry of the Bethel Cumberland Presbyterian Church to its fullest potential in spiritual, educational, and relational ways so as to glorify God.

1. Develop and maintain education and recreational programs for the Youth and Children of the church.
2. Serve as a resource person for the Church's entire educational ministries.
3. Serve as a member of the Christian Education Team.
4. Coordinate Youth plans and programs with the church calendar, the Youth being encouraged to participate in the total program of the church.
5. Be directly involved and promote activities of our Presbytery, Synod, and General Assembly. (Such as CPYC, retreats, camps, conferences, etc.)
6. Visit, as appropriate, with youth, children and parents to develop relationships that strengthen the entire youth and children's programs of the church.
7. Secure, suggest, and implement proper facility needs in classrooms to promote healthy Christian Education.
8. Coordinate with the CE Ministry Team, budget requests for each year.

9. Provide communication via weekly Bethel Bits and bulletin as needed to Youth and parents and encourage their support in the total ministry of the church.
10. Be involved in crisis visitation/counsel to the youth and children.
11. Secure educational materials as needed.
12. Participate in weekly corporate worship.
13. Secure volunteer teachers for Sunday School, Mid-Week programs, etc.
14. Be willing to serve as a Sunday school/Bible study leader when/where necessary.

### **Specific Responsibilities**

1. Establish a weekly youth and children's program and teach youth on that night.
2. Coordinate periodic activities for children up through 6th grade.
3. Coordinate fellowship, outreach, and service opportunities for youth.
4. Coordinate and oversee Vacation Bible School and Children's Christmas Program
5. Attend camps and retreats as needed.