

Director of Christian Education Job Description

Responsibilities: The Director of Christian Education is responsible for working with the Christian Education Committee and pastor to organize and lead Riverdale Presbyterian Church's Children's education programs, as well as to train church members for the task of teaching and leading Christian Education in a shared capacity.

Other responsibilities include:

- Weekly Teaching Children's Church during the Sunday 10:30am Worship Service
- Oversee The Nursery paid and volunteer staff.
- Coordinating Sunday School Children's education (Sunday School Runs from September to May)
 - Acquiring and adapting curriculum materials
 - Recruiting, training, and supporting teachers.
 - Acquiring and organizing necessary study supplies.
- Coordinating and recruiting assistants to help develop children and youth group activities and programs.
- Leading Kids Club bimonthly
- Lead and organize the Vacation Bible School Team.
- Work with the Christian Education Elder Chair to create yearly budget and help lead Christian Education in the church.

Qualifications: The DCE should have sufficient training and experience necessary to assist in the nurture of the life of the church. The DCE must have a passion for Christian Education and possess the characteristics and qualities necessary for working harmoniously, effectively and confidentially with church members, pastor and other church staff.

Hours of Employment: 12-15 hours per week, this includes mandatory Sunday morning obligations.

Compensation: Commensurate with experience

Contact: Office@riverdalechurch.org Attn: Ken Gorton and Karen Yourd