

Part-time Christian Education Director

First Parish Congregational Church

47 East Derry Rd

East Derry, NH

First Parish is seeking an energetic person to oversee and supervise our church education program. Duties include, but not limited to, design, plan & budget our Christian Education program for all ages. You will work in conjunction with the Christian Education Board and Senior Pastor. Good communication and Technology skills required.

The job is 20 hours per week with 7 holidays and 3 floating days and paid vacation. The hours are flexible and possibility of some at home work hours.

Salary is negotiable depending on experience.

We are an Equal Opportunity Employer

See detailed job description on the following page.

Questions & resume may be sent to: beth.hunter2@comcast.net

JOB DESCRIPTION

CHRISTIAN EDUCATION DIRECTOR

REPORTS TO: SENIOR PASTOR AND CHRISTIAN EDUCATION BOARD

GENERAL DESCRIPTION:

A person of faith who supports, coordinates & participates in the education programs of First Parish Church. They will work in conjunction with the Christian Education Board and the Senior Pastor.

QUALIFICATIONS:

Is spiritually alive and emotionally mature; possesses a sense of wonder in God's presence; has solid social skills; is a lifelong learner and fervent member of the United Church of Christ; seeks to grow in knowledge of Christian Education.

SKILLS & ABILITIES:

1. Must be able to lead multi-age education programs.
2. Multi-tasks efficiently and tracks a broad spectrum of detailed information; exhibits good organizational skills; maintains computer competency.
3. Models good behavior, has a sense of humor and good proactive communication skills.
4. Exhibits flexibility in schedule and in thought, e.g. open to a variety of viewpoints
5. Sees God at work in a variety of human situations

RESPONSIBILITIES:

1. Supervises and oversees Church School programming from infancy-12th grade
2. Coordinates with Christian Education Board and Senior Pastor on Faith Formation Programming
3. Coordinates budget with CE Board
4. Maintains weekly office hours and attends monthly CE Board and staff meetings
5. Attends weekly supervisory meeting with the Senior Pastor
6. Works in conjunction with church office to maintain records, ensure accurate and timely publicity, including Sunday announcements and monthly newsletters, and prepares weekly materials.
7. Ensures all applicable volunteers are trained in and following Safe Church policy, including serving as the emergency contact for church school.
8. Works in conjunction with the CE Board to schedule, recruit and train new teachers
9. Provides resources and supports the Vacation Church School (VCS) program as needed
10. Utilizes resources for continued professional development and wider church connection throughout the year.