

# Associate Pastor of Christian Education Position Description

**Title:** Associate Pastor of Christian Education

**Purpose:** Guidance and leadership in the development and implementation of Christian education programs for the spiritual growth of all members.

**Qualifications:** Position to be filled by an ordained PCUSA pastor. Person needs to have the desire and ability to work in Christian Education, previous experience and demonstrated skills in working in this area, and a strong sense of his/her Christian faith.

## **Responsibilities:**

1. To coordinate and implement an educational ministry to support the spiritual objectives of the church.
2. To assess the educational needs of all age groups in the church and recommend appropriate programs to the Christian Education Committee.
3. To provide staff support to the Christian Education Committee.
4. To coordinate and administer all children and youth education and fellowship programs, including recruitment and training of teachers, formulating class schedules, development of budget, resources and curriculum, and some teaching. (This includes the Wednesday evening Logos program.)
5. To direct a senior high youth program.
6. To coordinate special programs for children and youth, including VBS, camps, retreats and mission trips.
7. To oversee educational equipment and supplies.
8. To share Adult Education responsibilities with the Pastor.
9. To teach a Confirmation Class for 8<sup>th</sup> graders and senior highs, every 2-3 years.
10. To attend monthly committee and Session meetings.
11. To lead in worship on a weekly basis.
12. To preach, once per quarter.
13. To provide pastoral care, as needed.
14. To perform other duties from time to time, as requested.

## **Salary/Benefits/Hours**

1. 3/4 time (36-38 hours per week), including Wednesday evenings and Sunday mornings.
2. Salary/housing allowance of \$47,000, plus PCUSA pension/medical/death & disability insurance, dental and vision insurance.
3. Two weeks study leave, with \$500/week allowance.
4. Four weeks paid vacation.

**Relationships:** The Associate Pastor of Christian Education is accountable to the Pastor as head of Staff, and to the Session in performance of his/her responsibilities.

**Evaluation:** Performance reviews will be conducted annually by the Pastor, with a first review at six months.

(OVER)

11/2020

POSITION DESCRIPTION  
for ASSOCIATE PASTOR OF CHRISTIAN EDUCATION

**Priorities for Associate Pastor (in order of importance):**

1. Wonders on Wednesday program (K-8<sup>th</sup> grades)
  - Lead games
  - Dinner leadership
  - Bible Class with Junior Highs
  - Recreation
  
2. Other Children's Program
  - All Church Retreat Children's program
  - Advent Celebration
  - Summer Daycamp (VBS)
  
3. Senior High Youth Program
  - Be the youth leader with a team of adult mentors
  
4. Adult Education
  - Shared leadership planning with Pastor Anne Swanson
  - Possible teaching of classes, as time permits
  
5. General Pastoral
  - Worship leadership weekly
  - Preach once per quarter
  - Some pastoral care