

**Pilgrim Congregational Church  
United Church of Christ  
JOB DESCRIPTION**

**JOB TITLE:** Director of Christian Education for Children      **DATE:** March 2011

**REPORTS TO:** Senior Pastor

**APPROVED BY:** \_\_\_\_\_      **SUPERVISES: 0**  
(number of employees)

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**JOB SUMMARY**

This position works collaboratively with the Ministry of Christian Education to produce an enriching program of Christian Education for children from Pre-Kindergarten through Confirmation (8<sup>th</sup> grade), including Children's Church; also, supervises the Sunday Nursery workers.

**REPORTING RELATIONSHIPS**

This position reports to the senior pastor and works collaboratively with The Ministry of Christian Education.

**DUTIES & ESSENTIAL JOB FUNCTIONS**

- Create Sunday School Calendar
- Working with the Ministry of Christian Education and with input from the Senior Pastor, lead the process and provide resources for the development of curriculum
- Recruit, train and support Sunday School teachers
- Facilitate communication among Sunday School teachers
- Obtain, maintain, and distribute supplies
- Distribute curriculum
- Participate in planning and producing holiday celebration activities
- Provide necessary communication to parents regarding programmatic details and/or individual student concerns
- Keep the congregation informed about Children's Christian Education activities through Tidings articles
- Market the Christian Education program and help welcome new children/families into our midst (including Children's Visitor bags for Sunday worship)
- Annually, insure that Sunday School Rooms are prepared for the start of the Fall season
- Facilitate cross-communication among teachers, parents and children including occasional family fellowship events

**QUALIFICATIONS**

- Training or experience in Christian Formation.
- High school education required with college degree preferred.
- Authentically enjoys children
- Computer skills including word processing and e-mail competency.
- Ability to organize work and work space.
- Good verbal and written communication skills.
- Knowledge of child development sufficient for creating appropriate curriculum.
- Good people skills and an ability to function as part of a team.
- Ability to pass a background and security screening.
- Experience with special needs children helpful.

### **REQUIRED LICENSES/CERTIFICATIONS**

None required.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

This position requires energy and enthusiasm for, as well the ability, to work with both children and adults.

### **PLEASE E-MAIL COVER LETTER AND RESUME TO:**

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