St. Stephen Pesbyterian Church, Fort Worth, Texas

Part-time Interim Director of Christian Education

Purpose of Ministry

Our Director of Christian Education will collaborate with members, staff, and volunteers to build a vital educational ministry. The director will inspire all to learn, grow, and be formed in the Reformed theology of the Presbyterian Church, USA and embrace the mission statement of St. Stephen Presbyterian Church.

Essential Duties and Responsibilities

General

- Work on site twenty hours weekly
- Oversee and develop our family ministries, focusing on increasing children and youth participation.
- Collaborate with the pastor to integrate children and youth ministries into all phases of church life, especially in worship to create an intentionally intergenerational culture.
- Ensure that classrooms, displays, and postings are well-maintained and current.
- Lead a Confirmation class for youth if needed. (not in '26-'27 currently)
- Coordinate activities with other churches and faith communities including TCU and Brite as appropriate.

Sunday Responsibilities

- Teach Sunday School classes as needed.
- Oversee the Nursery and childcare staff on Sunday mornings.
- Lead children's chapel during the worship service (in the Chapel of the Holy Trinity)
- Lead youth group each Sunday after worship.

With the Education Committee

- Meet monthly to coordinate activities and planning. Education meets on the 2nd Tuesday of each month.
- Prepare and manage the budget in collaboration with the Education committee.
- Evaluate and coordinate current activities such as Wednesdays on the Hill, Children's Sabbath, Youth Sunday, VBS, Blessing of the Backpacks, Rally Day, Trunk

or Treat, Christmas on the Hill, Family Christmas Eve service, Lent, Easter, and Pentecost events.
- Oversee the maintenance of the worship bags quarterly.
- Review the age-appropriate milestones for our children and youth teaching them basic elements of Reformed belief and Bible.
- With the mission committee, create mission projects for the children and youth.
- Recruit and coordinate volunteers as needed.
- Suggest a variety of meaningful learning options for the adult ministries. Support the leadership of the adult classes.

With the Youth Council

- Plan youth group activities for each semester (Fall 2026 is planned)
- Plan a Youth Group Mission Trip for the summer 2027.
- Plan a Senior breakfast in the spring to honor graduating seniors and their parents.

Required Knowledge, Skills, and Abilities
- Faithful follower of Jesus Christ who lives and communicates it daily; committed to lifelong learning
- Strong communication skills, both oral and written, including being a good teacher
- Fosters spiritual growth in children, youth, and adults through personal relationships and programs
- Ability to maximize the use of technology and social media to spread the Word of God and to connect members of the Church to each other and to the outside community
- Enjoys working cooperatively and in consultation with the pastor, staff, and volunteers to build strong relationships throughout the congregation, and with nearby churches, the community, and Presbytery
- Resourceful and creative in implementing programs and engaging the congregation
- Strong leadership and organizational skills to plan, oversee, and evaluate Christian education ministries
- Committed to staying current in the field of Christian Education by seeking information and workshops to increase knowledge and effective strategies for family ministry, participating in the Presbytery's CE events
- At least a bachelor's degree
- Provide References

Helpful but not Required Skills
- Certified Christian Educator is a plus or desire to earn certification.
- 1-3 years' experience in ministry, preferably in Christian Education.