St Stephen Presbyterian Church, Fort Worth
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
  - Oversee, and develop our family ministries, focusing on increasing child and youth participation.
  - Work with the pastor to integrate children and youth ministries into all phases of church life, especially in worship to create an intentionally intergenerational culture.
  - Support and work with the Christian Education Committee and the Youth Council
  - Prepare and manage the CE budget in collaboration with CE committee.
  - Teach classes of varying sizes and ages, when needed.
  - Ensure that classrooms, displays, and postings are well-maintained and current.
  - Evaluate and coordinate current activities such as Wednesdays on the Hill, Children's Sabbath, Youth Sunday, Vacation Bible School, Blessing of the Backpacks, Trunk or Treat, and Advent, Christmas, Lent, Easter, and Pentecost events.
  - Recruit and coordinate volunteers as chaperones, and leaders to support youth and children's programs. Coordinate activities with other churches and faith communities including TCU and Brite as appropriate.

Coordination of Small Group Ministries

  - This includes Mahjong, Friday Book Club, PWC, etc.

• Children's Ministries
  - Develop and implement a graduated, age-appropriate 'milestones' program to teach our children basic elements of Reformed belief, Bible, and worship to be reviewed annually.
  - Enhance children's engagement in missions.
  - Oversee the Nursery and Childcare staff on Sunday mornings.
  - Plan for children's fellowship activities with their families once a month

• Youth Ministries
  - Design, develop, and implement a discipleship program for our youth ministries, continuing their growth in the Reformed faith to be reviewed annually.
  - Strengthen and develop missions work in the community. Plan and lead a summer mission trip.
  - Lead the Youth group and Confirmation classes in collaboration with the Worship Committee, plan and lead the acolytes to the Acolyte Festival in Washington, D.C.

• Adult Ministries
  - With the CE Committee and others, develop a variety of meaningful learning options that are stimulating, informative and creative.
  - Recruit and resource speakers.

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

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- 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
    - 1-3 years' experience in ministry, preferably in Christian Education.

Helpful but not Required Skills

- Certified Christian Educator is a plus or desire to earn certification.

Benefits

- 401K matching
- Health Insurance
- Dental Insurance
- Paid Time Off