

## **Director of Children's Faith Formation (Christian Education) Job Description**

**General Information** – The Director of Children's Christian Education is a warm, welcoming person with curiosity about Christian faith formation, and dedicated interest in nurturing children on their faith journey. The Director oversees the Promised Land Sunday School, a gentle, joyful program designed to help children explore Jesus' message of love, sharing and peace. In the Promised Land, we respect each child's unique walk with God, we explore the teachings of Jesus and what they mean in our lives, we reflect God's love for us out into the world through community service, and we have fun! The Promised Land Sunday School is in session during the school year from early September through mid-June.

**Qualifications** – The most important qualifications the Director brings to this position include warmth and kindness toward children, curiosity about Christian faith formation and a sense of joy in sharing the journey with children. Ideally, the Director also has at least one year of experience working with young children, strong organizational and communication skills, and the ability to use technology as needed for remote lessons and meetings.

**Essential Job Responsibilities** – The Promised Land is Center Church's cherished Sunday School program for children in Pre-K through fifth grade. The Children's CE Director prepares and leads weekly readings, lessons, activities, and discussions based on the themes of selected stories, people and places in the Bible. The Director is supervised by the Senior Minister, who helps set goals and objectives for the program, and is supported by the Faith Formation Team of volunteers. A teaching assistant or volunteer works with the Director on Sunday mornings to help implement lessons and support the children during class time. The Promised Land currently uses an engaging, multi-age program called: "Growing in God's Love, A Story Bible Curriculum".

The Director is responsible for choosing the curriculum themes and sequence, outlining lesson plans, gathering and setting up needed supplies and materials, teaching the class, and cleaning up after class. In addition, the Director is the primary steward of the classroom spaces, materials and resources. The classroom should be kept clean and welcoming, and reflect the activities that take place on Sunday mornings. Registration and attendance records need to be kept, stored in a safe place, and remain confidential. If necessary, the Director will conduct lessons remotely, and will work to provide take-home materials and supplies to children as needed.

Responsibilities outside of the classroom include: regularly informing families and the church community about Promised Land activities through the church's monthly newsletter, posting pictures and information on the church's Facebook Page, and informing Promised Land families about lessons and activities on a weekly basis. The Director communicates regularly with the Pastor, and meets approximately six times a year with the Faith Formation Team. The Director writes and submits a summary of the Promised Land program in January for the church's

Annual Report. The Director maintains strict confidentiality regarding children and families, and together with the Faith Formation Team, oversees the Promised Land budget.

On two Sundays a month, the Director, in collaboration with the Pastor, will lead a short, multi-age message during the early part of worship while children are still in the sanctuary. She/he/they will also work with other church staff and volunteers to plan occasional special liturgies during worship at various times of the year.

This is a part-time position of five hours per week. It is reasonable to expect that the time commitment will fluctuate. It may be slightly fewer hours some weeks, and more during certain times of the year, especially during the seasons of Christmas, Easter and other special Sundays. Classes typically begin the Sunday after Labor Day, and end the second Sunday in June.