

# **Tyger River Presbyterian Church**

## **Job Description, Director of Christian Education & Communication**

**Position:** Director of Christian Education & Communication

**Hours:** 20 hours per week

**Pay:** \$15 per hour (negotiable based on experience and education)

### **Purpose of the Position:**

- The Director of Christian Education and Communication, in coordination with the Pastor and the Christian Education and Communication Ministry Teams, will be responsible for implementing and overseeing educational and communication strategies and opportunities at Tyger River Presbyterian Church, including (but not limited to) Sunday School, VBS, and Website & Social Media Presence.

### **Qualifications:**

1. Sense of calling to church ministry
2. Commitment to the Christian faith and goals of Tyger River Presbyterian Church
3. Love and concern for all people
4. Experience working with individuals across the life cycle
5. Teaching, recruiting, training, and management skills
6. Organizational, administrative, and budgeting skills
7. Proficiency in Microsoft Office and Social Media Platforms required. Additional technology experience preferred, including experience working with websites, mass email systems (e.g. constant contact), and presenter software.
8. Satisfactory completion of background check

**Accountable to:** The Director of Christian Education and Communication reports to the Pastor, who will conduct an annual review for submission to the Personnel Team.

### **Responsibilities:**

1. Sunday School
  - a. Work with Christian Education team to implement an educational strategy across the life cycle.
  - b. Recruit teachers/facilitators for Christian Education as needed.
  - c. Work with Christian Education classes in the selection and teaching of Sunday morning curricula.
  - d. Plan intentional intergenerational education opportunities

- e. Ensure that all Volunteers are up to date on Safe Place training, and background checks (as required by Safe Place policy).
- 2. Youth Group
  - a. Assist Youth Leaders in the selection of Sunday evening curriculum, games, activities, etc.
  - b. Recruit leaders for Youth Group as needed.
  - c. Help with the church's effective communication with youth (and parents).
  - d. Assist Pastor with Confirmation class, including communication and recruitment of mentors and the planning of special gatherings.
  - e. Ensure that all Volunteers are up to date on Safe Place training, and background checks (as required by Safe Place policy).
- 3. VBS
  - a. Work with Christian Education Team to select theme and share reminders about saving the date.
  - b. Make arrangements for decorations and recruit decorators.
  - c. Recruit teachers, guides, and other helpers, including Youth.
  - d. Plan meals and recruit a meal team.
  - e. Coordinate Nursery for Volunteers' children with Childcare worker and other childcare volunteers.
  - f. Help with selection of crafts, recreation activities, and other supplies as needed.
  - g. Make plans for VBS elements to be included in worship following the conclusion of VBS.
  - h. Ensure that all Volunteers are up to date on Safe Place training, and background checks (as required by Safe Place policy).
- 4. Special Events
  - a. Plan and implement special education events. (e.g. Mental Health Initiative, Parenting class)
  - b. Work with Outreach and/or Youth Team to plan and promote Mission Trips.
  - c. Support, as needed, educational groups already meeting (e.g. WWJB).
  - d. Work with Worship Team to encourage and recruit children and youth involvement in Sunday morning worship.
  - e. Ensure that all Volunteers are up to date on Safe Place training, and background checks (as required by Safe Place policy).
- 5. Communication
  - a. Work closely with Pastor and Communication Team to develop and execute a full communication strategy to include, but not limited to...
    - 1. Sunday Bulletin:

Coordinate with Pastor, Worship Team, and Ministries to create weekly Sunday bulletin, which includes Order of Worship, Ministry Announcements, Calendar of Events, Prayer Requests, and Weekly Statistics. (Currently created in Publisher)

2. Worship Screen Content:

Coordinate with Pastor and Musicians to prepare weekly Sunday Worship Screen Content, including Order of Worship, Scripture, Music lyrics, and Worship images/videos. (Currently use in ProPresenter)

3. Email Newsletter:

Coordinate with Pastor and Ministries to effectively and timely promote upcoming liturgical and ministry opportunities. (Currently created in Constant Contact)

4. Social Media:

Coordinate with Pastor and Ministries to engage membership and community with the messages, programs, and ministries of the church. (Currently use Facebook, Instagram, and Soundcloud)

5. Website:

Coordinate with Pastor and Ministries to warmly and succinctly introduce online visitors to the history, values, ministries, and programs of the church. (Currently use Wix)

6. Calendar:

Coordinate with Pastor and Ministries to manage and update the online church calendar, which is shared on our website and in-house displays. (Currently use Google Calendar)

7. Mailings as necessary:

Occasionally use paper mailings to further promote major liturgical and ministry events (e.g. Advent, Lent, Stewardship) to the congregation and, at times, larger community.

**Last Updated June 7, 2021**