

The First Presbyterian Church of Verona
10 Fairview Avenue.
Verona, New Jersey 07044
Christian Education Specialist (Part-Time)
Position Description & Contract:

Position Summary for In-Person Christian Education Specialist (CES):

The First Presbyterian Church of Verona (FPCV) is seeking a part-time Christian Education Specialist (CES) who will direct and grow the Christian Education program for children of all ages and abilities, as well as adults, using lessons from various sources and the Curriculum provided by the Presbytery of the Northeast NJ.

The CES must be an energetic and detail-oriented administrator. Being an inspiring leader/teacher conveying the Christian faith and spiritual values, in a nurturing, safe environment, to all students through appropriate actions, creative classes, and projects is a requirement. This person must be an excellent role model and enthusiastic while inspiring others to volunteer and support his or her vision. Being well-prepared and the ability to work collaboratively with the Pastor, Christian Education Committee (CEC), staff members, church members, and parents are very important. Exceptional communication skills using traditional and contemporary forms of connecting will not only inform the church membership, but also the community-at-large, about the programs and opportunities being offered at FPCV.

Major Duties and Responsibilities:

In successfully performing the personnel and administrative duties listed below, the CEF's primary duties directly relate to the FPCV's general operations, specifically as it relates to its spiritual and educational programs and in conveying and carrying out the FPCV's religious mission. In performing these duties, the CEF is expected to exercise discretion and independent judgment with respect to matters of significance.

Personnel Duties:

- Lead and manage the Christian education ministry of The First Presbyterian Church of Verona in a manner consistent with our mission, values, and theology, providing an educational roadmap for regular members and guest worshippers.
- Coordinate with the Pastor and CEC to ensure a schedule for Sunday school teacher coverage throughout the year.
- Year-round coordination and provision of the education program including providing recruitment and direction for adult and children volunteers to teach/assist with Sunday school and other Christian Education activities. Activities include (but are not limited to) Christmas Eve Family Service, Souper Bowl of Caring, Holiday Workshops, Alternative Christmas Mall as well as other church activities.

Administrative Duties:

- Develop and maintain engaging Sunday school programs (preK-7th grades; 8th-12th grades) while providing developmentally appropriate curricula.
- Benchmark and implement (where applicable) other Christian Education initiatives.
- Acquire and organize the necessary supplies for the program.
- Keep all supplies secure and in good order in assigned cabinets and bins.
- Teach Sunday School when volunteers are not available.
- Partner with parents in the spiritual growth of their child(ren), encouraging discussions about God's love for them, what it means to be a follower of Christ, and being part of a community of faith.
- Explore, create, and implement mission-serving volunteer experiences for children and their families.
- Provide adequate lessons and substitutes for the program when absences occur.
- Plan, create, and implement a cohesive yearly calendar for Sunday School, family and outreach events to augment curriculum. Coordinate with the CEC, Pastor, and Director of Music.
- Publicize, with enough advanced notice, events via bulletin announcements, newsletters, mailings, emails, and social media.
- Follow-up with emails and phone calls promptly.
- Attend monthly CEC meetings. Prepare a monthly report including Sunday School attendance, planned activities (including costs) and other pertinent information for review by the CEC committee.
- Attend bi-weekly staff meetings.
- Responsible for briefs update for the Church Newsletter and a year-end report for "The ACTS" printed each February.
- Provide monthly updates to the CEC on how time is being allocated under the headings of personnel and administrative duties.

Accountability

- The CES must abide by The Presbytery of Northeast New Jersey's Child Protection Policy.
- The CES is accountable to the Pastor, CEC, and Human Resources Committee.
- The Pastor and the CEC will evaluate the CES annually with an initial review within six (6) months of employment.
- The CEC will recommend any changes to the Human Resources Committee if there are any questions regarding the Terms of Employment.

Requirements

- Bachelor's Degree in a related field preferred.
- Background check including FBI database screening (fingerprint) and Child Protective Services check (CARI report).
- Prior experience in a religious environment considered a plus.

Additional Duties and Responsibilities:

Hours:

- This is a salaried part time position (approximately 20 flexible hours a week with less hours during the summer months and more during the Holy seasons.)
- This salary is intended to compensate the CEF for all hours worked regardless of how many hours actually worked.
- There is a minimum of 10 working hours per week to be spent on the Church Campus.
- In the unlikely event that the CEF believes it to be necessary to work 40 or more hours during any given workweek in order to successfully perform their job duties, the CEF must first seek and receive permission from the HR Committee in writing before doing so.

Vacation:

- Vacations and Sundays off must be approved by head-of-staff and overseen by the CEC with 2 weeks advance notice, and may not be during the Holy Seasons (Advent, Lent, Holy Week, Easter).