

## **BETHANY PRESBYTERIAN CHURCH**

4420 N. 41<sup>st</sup> St.  
TACOMA, WA  
253-752-1123

### **Position Description**

**JOB TITLE:** Director of Child and Youth Christian Education

**PURPOSE:** The purpose of the Director of Christian Education is to develop and support the overall Christian educational ministry of Bethany Presbyterian Church (BPC) with a specific focus on children and youth, grades kindergarten through 12.

**ACCOUNTABILITY:** This position will be under the direct supervision of the Pastor as head of staff.

### **RESPONSIBILITIES:**

#### 1. Program Development

- Develop and execute a strategic plan for child and youth ministry for children and youth from kindergarten to grade twelve.
  - Sunday School
  - Youth programming
  - Vacation Bible School
  - Church Camps
  - Possible coordination with other local churches for youth activities
- Determine the educational/spiritual needs and works in conjunction with the Pastor, Christian Education Committee, parents and guardians to address these needs.
- Promote faith formation.
- Maintain a working knowledge of resources, materials, and trends in child and youth Christian education/spiritual formation.
- Coordinate the selection of curriculum in conjunction with Christian Education Committee.
- Consistently implement Bethany's Safe Church Policy and Procedures.

#### 2. Teaching, Coordination, and Communication

- Teach children Kindergarten-grade 12 in a shared capacity with volunteer assistants.
- Recruit volunteer assistants to help support child and youth activities and programs.
- Train, nurture and support volunteer assistants to lead and assist in child and youth activities and programs.
- Coordinate and teach youth confirmation classes in conjunction with the Pastor
- Acquire and organize necessary materials and supplies.
- Participate in Christian Education meetings.
- Assist in developing the Christian Education budget and follow the budgetary guidelines set forth by Session.
- Responsible for leading and/or staffing and training of weekly "Children's Worship" each Sunday during the worship service and for coordinating with pastor for topic/theme.
- Update bulletin, newsletter, website and any other publications regarding the activities of the child and youth events and programming.
- Perform other duties from time to time as may be directed by the pastor.
- Work in coordination with nursery staff

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Christian education, education, communications, or related field.
- Minimum of two years' experience, working independently and collaboratively, teaching children Kindergarten to twelfth grade.
- Has a vibrant Christian faith that is open and affirming of all God's children.
- Has participated in and been a part of a Christian community.
- Must be able to pass a national criminal background check.
- Must have proof of COVID vaccination status and First Aid and CPR certification.
- Must be able to provide three professional references.

**DESIRABLE QUALIFICATIONS:**

- Currently in Seminary or has a Seminary Degree
- Experience in creatively leading music, drama, storytelling, or similar activities.

**OTHER:**

- There will be a 90-day probationary period with a full performance review.
- Pastor performs annual staff reviews with support from personnel committee.

**SALARY AND BENEFITS:**

- Salary is commensurate with qualifications and experience. Minimum starting rate of \$25 an hour.
- 20-hour work week, this includes mandatory Sunday morning responsibilities.

**CONTACT:** Bethany Presbyterian Church Personnel Committee at [jobs@bethanytacoma.org](mailto:jobs@bethanytacoma.org) or 253-752-1123

*Bethany Presbyterian Church does not discriminate on the basis of age, race, gender, sexual orientation, gender identity, disability, or veterans' status. For more information, please call the chair of Bethany Presbyterian Church personnel committee 253-752-1123*

*Rev. 02/2024*

Adopted by Session: February 20, 2024