

ASSISTANT MINISTER – CHRISTIAN EDUCATION

CENTRE PRESBYTERIAN CHURCH (EPC)

Mooreville, NC 28117

JOB DESCRIPTION

POSITION TITLE: ASSISTANT MINISTER – CHRISTIAN EDUCATION

POSITION STATUS: FULL TIME

REPORTS TO: SENIOR PASTOR

POSITION SUMMARY: The individual must be mature in their faith, possess wisdom and discretion and be led by the Holy Spirit to the service and ministry of Jesus Christ. The individual is responsible for planning, organizing and coordinating all Christian education programs including adults, youth and children. The individual should lead a lifestyle that conforms to the biblical description of an officer of Christ's Church and must subscribe to the Essential Elements of the Reformed Faith as defined by the Evangelical Presbyterian Church (EPC).

QUALIFICATIONS:

- A commitment to serving God through discipleship and outreach to the community.
- Proven leadership in recruiting and training volunteers for ministry in a small to medium size congregation.
- The ability to connect with and build relationships with all age groups.
- A four year Seminary degree preferred, but not required.
- Ability to communicate effectively, both verbal and written.

GENERAL DUTIES:

1. Children's Ministry

- Recruit, train and encourage volunteers (Children's Ministry Team) to teach children's Sunday school.
- Work with volunteers to select age appropriate curricular for children.
- Work with volunteers to develop outreach programs to attract children and their families to the Church.
- Oversee other children's programs including Vacation Bible School, holiday activities, fall festival, children's choir, etc.

- Implement and maintain child safety policies and procedures.
- Build relationships with parents and encourage participation in children's programs.

2. Youth Ministry

- Recruit, train and encourage member volunteers to teach Sunday School and lead other youth activities (Youth Ministry Team).
- Work with youth volunteers to secure appropriate educational materials.
- Work with volunteers to design and organize youth activities including mission trips, recreation, service projects and relationship building opportunities.
- Develop community outreach opportunities to attract area youth to the Church.
- Explore opportunities to include youth in the larger activities of the congregation.
- Develop relationships with youth parents and encourage participation in youth programs.
- Develop new youth communication tools; newsletter, e-mail, Facebook, etc.

3. Adult Education

- Work with the Care and Discipleship Team to develop the curriculum and materials for Sunday School classes.
- Select topics and organize Wednesday night Bible studies, small groups, congregational retreat or other classes approved by Session.
- Recruit and train volunteers to teach and lead educational classes.
- Explore new opportunities for Adult Education to enhance spiritual growth of the congregation including lectures, attending conferences, etc.
- Develop education programs for outreach to draw members of the community into a relationship with Christ.
- Encourage congregation members to participate in educational classes and continue to grow in their walk with Christ.

4. Other Duties

- Preach sermons and oversee pastoral care in the Senior Pastor's absence.
- Perform other duties that may be assigned by the Senior Pastor or Session.
- Attend weekly staff meetings with the Senior Pastor.