

**Pine Street Presbyterian Church  
310 North 3<sup>rd</sup> Street  
Harrisburg, PA 17101**

[www.pinestreet.org](http://www.pinestreet.org)

**Job Description for the Position of  
Director of Christian Education**

**Position Title:** Director of Christian Education (DCE)

**Reports to:** Pastor, Head of Staff

**Position Objective:** The DCE nurtures the faith of people of all ages at Pine Street Presbyterian Church. The DCE does this by providing opportunities for learning about the Christian faith and the Bible, developing and implementing programming, building relationships and working in conjunction with committees, volunteers and other staff. Embraces and promotes the mission of Pine Street Presbyterian Church.

**Hours of Work:** Part time, 20 hours per week

**Essential Functions:**

- Provide leadership in the assessment, planning and implementation of Christian education for the congregation.
- Participate in planning with the education committee of session. Interact with other committees as requested, i.e., Worship, Extending God's Love
- Execute the plans of the education committee of session.
- Organize educational programming and assure curriculum and teaching supplies are available.
- Serve as a staff resource to families in the congregation.
- Promote Pine Street Presbyterian Church life within our community, always seeking to draw others to the mission and ministry of the church.
- Assist in maintaining program areas (nursery, classrooms) that are clean, safe, and attractive to children and their parents.
- Coordinate seasonal activities related to the liturgical year, i.e., Advent, Epiphany, Lent, Pentecost.
- Coordinate rally day activities.
- Support Wonder of Worship scheduling and activities.
- Prepare a monthly calendar.
- Contribute articles to the church's communication with members.
- Comply with all state and federal requirements for interacting with children.
- Maintain confidentiality.
- Coordinates volunteers.

**Minimum Qualifications:**

- This position may be filled by either a lay or ordained person.
- Bachelor's degree or relative experience teaching or working with people of all ages.

- Proficiency with computers. Strong communication, organizational, and motivational skills are important.

**Core Competencies:**

- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Biblical Knowledge:** Able to discuss and interpret biblical truth when applying scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Ethics and Values:** Honors the core values and beliefs of the organization in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors he/she advocates to others.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

**Compensation and Evaluation:** Session will determine compensation and benefits as recommended by the Personnel Committee of the Session. The Pastor and personnel committee will conduct a performance review of the DCE usually in the fall of each year and shall make decisions concerning continuation of employment, salary and benefits, and necessary adjustments to the responsibilities of the DCE.