

## **CHRISTIAN EDUCATION CONSULTANT**

**P-3.0000**

### **PURPOSE**

To work with the Christian Education Committee in planning for, developing, and supervising the Christian Education program of the Church, in accordance with the policies and directions of the Committee.

P-3.0100

Purpose

### **ACCOUNTABILITY**

Accountable to the Pastor as head of staff, and to the Session through the Christian Education Committee.

P-3.0200

Accountability

### **RESPONSIBILITIES**

1. To serve as a resource person within the Sunday School, including but not limited to the following tasks:
  - a. Together with the Christian Education Committee, to recruit teachers and substitutes.
  - b. To provide training for teachers (August), and to meet quarterly with teachers to review needs in the program. [Areas to cover may include planning lessons, crafts, and projects, arranging rooms for best learning, and opportunities for additional training through Presbytery-sponsored events.]
  - c. Reviewing and ordering curriculum and other resources.
  - d. Visiting and observing classes, as needed.
  - e. Supporting the work of the Sunday School Superintendent.
2. Work with the Christian Education Committee in planning special events such as Sunday School assemblies, Vacation Bible School, Church Night programs, Advent and Lenten programs, and other programs for both children and adults.
3. Encourage the participation of children and their families in the various programs of the church, including providing information to new families.
4. Maintain the Christian Education supply cupboard, and oversee the use and maintenance of audio-visual equipment.
5. Attend the meetings of the Christian Education Committee as an *ex officio* member, making a regular report.
6. Provide input to the Christian Education Committee on the preparation of the annual Christian Education budget, and help oversee expenditures within it.
7. Coordinate appropriate newsletter articles, bulletin announcements, and other publicity concerning Christian Education programs.
8. Provide resources and other assistance, as needed, to persons working in the Youth Fellowship program.
9. Promote the Presbytery camping program with the children of the church.

P-3.0300

Responsibilities

### **CONTINUING EDUCATION**

The Christian Education Consultant shall be encouraged to attend events for professional development each year. Funding for the events shall be provided through the Christian Education Budget. Attendance at such events, including payment of costs, shall be cleared through the Christian Education Committee.

P-3.0400

Continuing  
Education

### **EVALUATION**

An annual performance review will be conducted by the pastor and Personnel Committee, with input from the Christian Education Committee. The Personnel Committee will annually review the adequacy of compensation, with input from the Christian Education Committee.

P-3.0500

Annual  
Reviews

### **TIME REQUIREMENTS**

This is a part-time position, requiring 10 hours per week, 44 weeks per year. The specific allocation of hours shall be determined by the person employed, the pastor, and the Christian Education Committee as per mutual agreement. Ordinarily, the eight weeks not worked will be from mid-June until mid-August; one to two weeks may be taken at other times with the prior approval of the pastor and the Christian Education Committee. All other aspects of the position shall be consistent with the Personnel Policies of the church.

P-3.0600

Time  
Requirements