Job Title: Director of Christian Education

University Presbyterian Church, San Antonio

Reports to: Pastor/Head of Staff
Directly Supervises: Director of Children's Spirituality
Status: Full-Time
FLSA: Exempt

Job Summary:
The Director of Christian Education provides visionary leadership for the church's educational and faith formation ministries, fostering spiritual growth for children, youth, adults, and families in accordance with the mission and theology of the Presbyterian Church (U.S.A.). The Director collaborates with pastors, Session, staff, volunteers, and ministry teams to create engaging opportunities for lifelong Christian discipleship.

Core Competencies:

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values, and beliefs of UPC as a progressive Christian community. Is accepting of all people.

Strong Spiritual Foundation: Has a personal Christian faith practice. Models and develops humility, teachability, accountability and servant leadership. 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.

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. Exhibits the ability to maintain confidentiality and to share sensitive information only on an as-needed basis.

Teaching Skills: Ability to teach with the understanding of differing needs of a variety of ages and maturity levels. Ability to reexamine traditional strategies and practices and proactively looks for new ideas and creative solutions.

Team Building Skills: Guides others in sharing best practices, identifying, and solving common problems. Works with leaders to regularly assess the health of teams and groups. Creates and communicates vision, direction and goals for the team.

Management Skills and Organizational Skills: Is organized and motivated; capable of long-range planning and the implementation and execution of ideas and plans in a timely manner.

Flexibility: Recognizes that for an effective ministry, there will be situations that call for totally different actions and responses than planned; changes course if necessary; does things that are different because they are needed.

Responsibilities:

1. Prepare annual ministry goals and budgets.
2. Manage educational supplies, technological needs, curriculum, and ministry resources.
3. Maintain ministry calendars and educational records.
4. Evaluate programs and recommend improvements.

Children:

1. Supervise and support the Director of Children's Spirituality
2. Meet with the Director of Children's Spirituality on a regular basis to stay updated on children's Sunday school and children's choir. Provide support with curriculum, programming, scheduling, and volunteers.

Youth:

1. Facilitate weekly youth group gatherings. Create and organize the cultivation and formation of a reformed spirituality empowering youth program, with support from the Pastor and Christian Education Jr. Committee.
2. Planning and implementation of developmentally appropriate Sunday school and/or youth curriculum and activities to engage youth grades 6-12.

3. Support and enable volunteers to participate and engage in youth ministry.
4. Strive to include youth in all facets of ministry on a regular, meaningful, and consistent basis.
5. Strive to create an inclusive, compassionate, creative, and multi-layered youth space for the cultivation of Christian Discipleship.
6. Participate in activities within and beyond the congregation, such as summer camps, mission trips, community service opportunities, and weekend retreats. Coordinate registration and travel to such events.
7. Arrange for appropriate leadership for scheduled programs when absent.

Adults:

1. Oversee the weekly adult Sunday School class offerings
2. Develop opportunities for adult Bible study, spiritual formation, and leadership development
3. Coordinate guest speakers, retreats, and educational workshops.
4. Work collaboratively with the Christian Education Sr. Committee.

Qualifications and Skills: The Director of Christian Education must meet the following requirements:

- Bachelor's degree required. Master's degree in Christian Education or related field preferred. Also strongly prefer a Certified Christian Educator.
- Candidate must resonate with the core values of the Presbyterian Church (USA)
- Professional or lay experience in Christian education, specifically with youth ministry.
- Demonstrated knowledge of teaching methods, learning styles, and developmental needs.
- Computer skills, including word processing, collaborating software, database, and calendaring. Ability to learn new software systems
- Willingness to expand personal knowledge and capabilities, being flexible and creative

Salary and Schedule Expectations:

- Salary reviewed and recommended annually by the Personnel Committee to the Session
- Refer to employee handbook for mandatory attendance dates as well as parameters of earned time off.
- Continuing education time and budget as approved by the Session.
- Regular Sunday morning attendance.
- Attend the monthly Christian Education Committees for children and adults.
- Evening and weekend availability for church programs, retreats, and special events.

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