

1C. Christian Education Director Job Description
Plymouth Congregational Church

The Christian Education Director is a full time salaried position under the supervision of the Associate Minister. The primary focus of this position is the development and implementation of Plymouth Congregational UCC's Adult and Youth Education programs. Responsibilities include:

Adult Education

Develop, direct, and be an active presence in PCC's Adult Education program. Adult Education at Plymouth includes Sunday Morning Classes (Book Studies) and Forums, teacher recruitment, training and support. Specific tasks include but are not limited to the following:

- With the Adult Education Committee, oversee the development and continuation of Adult Education programs.
- Meet with and support volunteer leaders and teachers.
- Stay informed on new literature, curriculum, training opportunities and education theories.
- Maintain adequate supplies and resources needed to provide an active and effective Adult Education program.
- Serve as primary staff to Adult Education Committee.
- Organize, maintain contact with, and recognize forum presenters.

Youth Education

Develop, direct, and be an active presence in PCC's Youth Education program. Youth Education at Plymouth includes preschool, K-5th grade and Junior and Senior High Sunday School. It also entails teacher recruitment, training and support. Specific tasks include but are not limited to the following:

- With the Youth Education Committee, oversee the development and continuation of Youth Education programs.
- Meet with and support volunteer leaders (Trailguides, Workshop teachers, sub-committees).
- Stay informed on new literature, curriculum, training opportunities and education theories.
- Maintain adequate supplies and resources needed to provide an active and effective youth education program.
- Serve as primary staff to Youth Education Committee (and sub-committees).
- Supervise and support Goodness Gorillas leaders and OWL (Our Whole Lives) program.

Worship Support

- Recruit Sunday morning greeters for worship services.
- Oversee the hiring, scheduling and performance of childcare/nursery staff.
- Recruit weekly "Moment with Children" leaders.
- Be a supportive presence among the congregation at Sunday and special/holiday services year-round.

Communication

- Provide Adult Education related news and announcements for the Placard.
- Provide current information for advertisements concerning Plymouth's schedule and special activities.
- Write an annual report of activities and duties for the Congregational meeting.

General

- Attend staff meetings.
- Help provide supplemental administrative support to senior and associate ministers as requested.
- Maintain strong communication with staff, volunteers, committee members and with the Church as a whole.
- Abide by Personnel Policies.
- Follow the UCC Christian Educator's Code (attached).
- Maintain updated background disclosure forms for volunteers as required.
- Other duties as assigned by the associate minister.

Adopted June 12, 2007

Compensation and Benefits

- Compensation and benefits will be reviewed annually by the Personnel Committee. Any changes in job description and/or recommendations regarding compensation and benefits must be reviewed by the Supervisor, senior minister, and Personnel Committee and authorized by the Church Council.