

POSITION DESCRIPTION

ASSOCIATE FOR EDUCATIONAL MINISTRY

**HALF TIME
EXEMPT**

Purpose: The Educator shall be a resource to the churches of the Presbytery as a consultant in all aspects of educational programs, as an advocate for educational ministry and shall promote and further develop youth ministry within the Presbytery and its congregations.

Accountability: Accountable to the Presbytery through the Personnel and Administration Committee and supervised by the Executive Presbyter.

Term of Service: Indefinite

Responsibilities:

- A. Provide and encourage the use of resources and materials that are consistent with our Reformed traditions and ecumenical partnerships.
- B. Provide and promote training and growth opportunities that fit the needs of churches, educators and/or quadrants, in areas such as Christian Education committees, church school, Vacation Bible School planning, curriculum selection, teacher training, youth ministry, and officer training.
- C. Develop and maintain an educator network, through such activities as regular gatherings, retreats, and educational opportunities.
- D. Serve as education certification advisor through the appointment by the General Assembly Certification Council. Attendance at the Annual Association of Presbyterian Christian Educators will be considered work for the Presbytery.
- E. Support Presbytery leader development through such events as Festival of Faith and other Presbytery programs.
- F. Serve as staff resource for the Authorized Lay Preacher/Commissioned Lay Pastor/Lay Academy Program.
- G. Serve as staff resource to regular meetings of the Youth Council
- H. Assist in planning annual Senior High and Junior High retreats.
- I. Support the promotion of youth opportunities within Synod, GA and Regional Presbyterian Youth Connection.
- J. Serve as staff resource to the Christian Nurture and Worship Committee and other related committees.

This list is illustrative rather than comprehensive. Additional duties and/or meetings may be assigned by your supervisor.

- Relationships:** Relates primarily with the Christian Nurture and Worship Committee and in partnership with the Associate for Congregational Development and Resource Center Director.
- Evaluation:** An annual performance review and comprehensive reviews as determined by the Personnel and Administration Committee.
- Compensation:** Defined in the terms of call, including funds for continuing education, reviewed annually by the Personnel and Administration committee and approved by Presbytery
- Termination:** By mutual consent of the Associate for Educational Ministry and Presbytery, or by action of Presbytery, upon the written recommendation of the Personnel and Administration Committee. Fair and adequate notification shall be given by one party to the other.

Requirements

The Associate for Educational Ministry should have these qualifications, characteristics and abilities:

- A. Personal gifts
 - 1. A personal commitment to and relationship with God.
- B. Education and Experience
 - 1. Masters in Christian Education or Masters of Divinity with an emphasis in Christian Education
 - 2. Certification as a Christian Educator of the Presbyterian Church (U.S.A.), or in the process of being certified
 - 3. A member of the Presbyterian Church (U.S.A.) and professional employment as a Christian Educator with youth ministry responsibilities in the PCUSA for at least five years
- C. Skills:
 - 1. Practices a servant/leadership style and exhibits a working style as both colleague and consultant
 - 2. A skillful administrator
 - 3. Experience in designing, developing and coordinating ministry and program.
 - 4. Knowledge and understanding of the Bible, Reformed theology, and faith and psycho-social development
 - 5. Relates both to youth and those who lead them
 - 6. Is aware of issues affecting youth today
- D. Physical Demands
 - 1. Enjoys traveling with youth and adults
 - 2. Varied schedules including late hours and overnight events
 - 3. Transporting equipment and materials needed for events
 - 4. Energy and physical stamina