

Director of Children/Youth Education - Position Description

Mebane Presbyterian Church

402 S Fifth St, Mebane, NC 27302

The following position is open at Mebane Presbyterian Church (EPC), 402 S Fifth St, Mebane, NC 27302. Mebane Presbyterian (MPC) is a 200 member church with average attendance of about 125. Located on the I 85/I 40 corridor between Durham and Greensboro, we are ideally located for hospitals, education centers, cultural attractions and for travel by air and train. In a growing town of about 30,000, MPC is located on prime real estate for exposure to the public and for ministry. We have a small, but active youth program, and we're looking to grow!

Purpose of Position: To administer and develop the ministries of education and nurture of youth.

Supervision: The DCE will work under the supervision of the Pastor.

Relationships: The DCE will work with and coordinate the activities of the Children's, Youth and Christian Life Ministry Teams, and relate through them to the Session. As a member of the Church staff, the DCE will work closely and cooperatively with other Church staff members.

Children

1. Develop and implement a long range vision for the children's ministry of the church.
2. In consultation with the Children's Ministry Team, provide general oversight and direction for all programs for the children. Serve as the Children's Ministry Team liaison to the pastor and the session.
3. Establish goals and objectives for all children's programs.
4. Recruitment of Nursery workers, Jr Church leaders and Sunday School teachers;
5. Providing teacher training.
6. Research and Provide curriculum choices for all classes.
7. Supply classrooms with necessary resources;
8. Teaching Sunday School whenever needed.
9. Coordinate and administer the work of the Vacation Bible School Ministry Team.
10. Assist in Worship by regularly preparing and presenting the Children's sermon.

Middle/High School Students

1. Develop and implement a long range vision for the youth ministry of the church.
2. In consultation with the Ministry Team and the Pastor, provide general oversight and direction for all programs for the youth. Serve as the Youth

- Ministry Team liaison to the pastor and the session.
3. Provide oversight and coordination for all youth related programs including Bible studies, fellowship, recreation, retreats and mission trips.
 4. Identify and recruit Sunday School teachers and Youth leaders.
 5. Provide teacher and youth leader training.
 6. Research and provide curriculum choices for teachers and leaders.
 7. Supply classrooms and meeting rooms with necessary equipment and resources;
 8. Teaching Sunday School whenever needed.
 9. Meet together with youth leaders, Sunday School teachers to discuss curriculum, to plan events and trips, and to address any concerns.
 10. Convene regular youth ministry team meetings, and serve as liaison between them, the Pastor and/or the Session.
 11. Provide for collection of money for trips, Compassion Child, etc...
 12. Work with other area and EPC churches to plan joint activities and ministries.

Administrative

1. Publicize programs through sources such as newsletters, bulletins, mailings and electronic notifications. Provide monthly newsletter articles for educational ministries to the Church office.
2. Analyze member participation or changes in congregational emphasis to determine needs for religious education. Determine the success or not of events.
3. Analyze revenue and program cost data to determine budget priorities. Help determine what programs to promote with budget.
4. Schedule regular office hours in consultation with the Pastor.

Qualifications

- A person of strong personal Christian faith.
- Possessing knowledge of the theology and history of the EPC.
- Capable of studying the Bible critically in preparation for teaching and training responsibilities. A curious heart and willing spirit cultivated through personal devotion & worship.
- Be familiar with-theories of human development and learning styles.
- A positive and enthusiastic personality, capable of leading and motivating others.
- Able to talk with others to convey information effectively.
- Technology skills – E-mail, Microsoft Office, Social media, PowerPoint, excel, web page creation/maintenance.

Other duties: As assigned by the Pastor.

Time Requirements: Full-time position

Compensation: Commensurate with education and experience.

Initials _____ Date ____/____/____.