

**Cypress Lake Presbyterian Church
8260 Cypress Lake Drive
Fort Myers, FL 33919**

Position Description

Job Title: Director of Christian Education

Date: April 20, 2021

Reports to: Pastor / Head of Staff

Name: _____

Job Summary: Exempt position (30 hours per week) to support the essential Christian education ministries of the children, youth and adults of Cypress Lake Presbyterian Church (English and Spanish). The goal of this position is to invite, encourage and lead all of God's children into a living faith in Christ.

Job Qualifications: Education: Bachelor's degree in an appropriate educational field of study.

Experience: Experience in a church ministry.

Job Skills:

- Strong verbal and written communication skills
- Strong teaching skills
- Ability to recruit, coordinate, train and supervise volunteers
- Strong listening skills and sincere interest in others
- Strong organizational and interpersonal skills
- Strategic skills for the planning, development and implementation of programs

Specific Job Responsibilities:

Responsible for developing and implementing ministries that foster and nurture Christian faith and discipleship in children, youth and adults. Works closely with the Pastor, Spanish Pastor and Disciplemaking Ministry Team to develop innovative ministries for faith formation in the Christian Trinitarian tradition.

- Serves as staff liaison to Disciplemaking Ministry Team and attends monthly meetings.
- Coordinates and teaches youth confirmation classes with Pastor.
- Develops Christian education budget (with Disciplemaking Team), following budgetary guidelines set by Session.
- Oversees and evaluates Christian education activities, planned in conjunction with the Disciplemaking Team.
- Recruits and trains teachers/volunteers.
- Champions small group activities.

Job Expectations:

- Demonstrates a strong Christian faith being energetic, patient, persistent, and creative as a team member
- Displays Biblical/spiritual knowledge and is eager to serve the Lord through CLPC
- Serves as an advocate within the church for Christian education.
- Demonstrates a passion for Christian education as well as characteristics necessary to work harmoniously and effectively with church members, pastor and other church staff