

Presbyterian Church of Upper Montclair
www.pcum.org
53 Norwood Avenue, Montclair, NJ 07043
(973)746-3854

Job Opening for Director of Christian Education (DCE)

The Presbyterian Church of Upper Montclair (PCUM) in Montclair, NJ seeks a part-time Director of Christian Education (DCE) to provide leadership for our educational ministries to children ages infant through 7th grade and their families. Located just 5 miles from Newark and 15 miles from New York City, PCUM is a vibrant congregation of 500+ (including many young families) seeking to embrace the end of the pandemic faithfully and creatively.

PCUM's DCE will coordinate and resource a volunteer/rotation model Sunday Church School program that serves over 150 children; develop periodic mid-week and summer (Vacation Bible School) programming; and work closely with the Pastor/Head of Staff and Christian Education leadership.

Certified Christian Educator desired, but not required. Strong relational and communication skills essential. Average 20-25 hours per week, including 3-5 on Sunday. Salary range: \$29,000 to \$32,000+, depending on qualifications.

To apply, send resume, along with expression of interest via email or cover letter, to the Rev. Greg Horn, Pastor & Head of Staff, at greghorn@pcum.org or PCUM, 53 Norwood Avenue, Montclair, NJ 07043. More information at www.pcum.org or by calling the church office at 973-746-3854.

Responsibilities:

1. Coordinate and oversee educational programming for each Sunday of the year and through special programs, as scheduled.
2. Organize, oversee, and provide support to the volunteer Sunday School Teaching Teams for preschool – 7th grade classes.
3. Ensure teachers and children/families are correctly and rewardingly assigned to appropriate classroom/learning experience.
4. Work with the Christian Education Committee and Pastor to identify appropriate curricula for various educational levels; order and distribute curricula.
5. Work with Pastor and Christian Education Committee to lead recruitment and training of teachers for all age levels and class configurations.
6. Serve as a theologically-trained/experienced mentor and resource for teachers and children's program leaders. Equip volunteer teachers to grow in faith and knowledge as they teach PCUM's children.
7. Work with Pastor to provide regular and up-to-date training and support for teachers for all age groups, including teachers who start mid-year.
8. Work with the Christian Education Committee and the Pastor to choose, develop, recruit and implement a summer Vacation Bible School program.

9. Order and maintain all Church School and Christian Education program supplies.
10. Ensure the registration of all children present at any Christian education activity, with special emphasis on registering first-time children.
11. Coordinate and oversee paid sitters on Sunday mornings and for other events where childcare is needed
12. Provide leadership and coordination for annual children's events, such as: Christmas Pageant, Children's Sunday, 3rd grade Bible reception, Easter celebration, etc
13. Work with Pastor and mission leadership to develop mission and service opportunities throughout the year as an essential component of children's Christian education.
14. Working with the Christian Education Committee and the Pastor, develop fellowship and "pre-Youth Group" activities for the congregation's younger children such as the annual 5th Grade Lock-In, 4th/5th grade "Friday Night Lights" and an annual retreat.
15. Work with the Christian Education Committee and the Pastor to implement Teacher/CE Leader Appreciation and Kick-Off Sunday activities each year.
16. Work with the Pastor to schedule appropriate CE and DCE roles in worship leadership throughout the year—e.g., children's sermons, presentations thanking/celebrating/commissioning children and adult volunteers, etc.

Qualifications: The successful applicant will:

Demonstrate a strong Christian faith, a creative vision for relevant educational programming, and a calling to a ministry with children and families compatible with the Reformed/ Presbyterian theological tradition.

Hold or be pursuing certification as a Christian Educator in the Presbyterian Church (U.S.A.) or a bachelor's or/and master's degree with at least three years' experience as a church educator or similar role in a congregation—or demonstrate job comparable job/church experience.

Nurture the spiritual development and integration into church life of the congregation's youngest children, with a focus on infants through 7th graders and their families.

Bring a relational, creative approach to ministry (with millennial families/volunteers, etc.)

Be committed to building relationships with children, families and adult leaders in the church's Christian Education program.

Demonstrate excellent oral and written communication skills, organizational acumen, and online/computer skills.

Demonstrate strong leadership skills and pastoral instincts.

Be committed to leading the motivation, recruitment, and nurture of volunteer teachers and leaders in the Christian Education ministry to the church's children.

Work well as a valued part of a team that includes Christian Education Committee members, Sunday School teachers, administrative staff, and the Pastor/Head of Staff.

Support volunteer teachers by identifying gifts and developing resources.