



Christian Educator's Notebook

Section 4: A Generic Christian Educator
Position Description

A Generic Position Description—Lay Employees

TITLE

Christian Educator (Lay Person)

PURPOSE:

To work with the Session in planning for, developing, and supervising the Christian educational ministry of the church in accordance with the policies and directions of the Christian Education Committee.

ACCOUNTABILITY:

Accountable to the Pastor as head of staff.

RESPONSIBILITIES:

To coordinate and unify the education activities of the church into an integrated and effective ministry of Christian education.

To keep abreast of educational needs of all age groups in the church and refer these needs to the proper committee.

To serve as ex officio member of designated Session committees.

To develop and implement curricula for pre-school through high school levels.

To serve as consultant to Christian education committee.

To serve as advisor to youth fellowship committee, adult education program, and to the church school superintendent.

To set up and carry out teacher training.

To resource staff regarding Christian education.

To order curriculum and Christian education supplies.



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To participate in presbytery education ministry programs.

RELATIONSHIPS:

Accountable to Pastor as head of staff and the Education Committee in the performance of their responsibilities. Relates to the associate presbytery executive for nurture and for resourcing coordination and service.

EVALUATION:

Performance reviews will be conducted annually by the Pastor and Session Personnel Committee, and a representative of the Christian Education Committee. The Session Personnel Committee will annually review the adequacy of compensation.

NOTE: This is a suggested guide; not a mandate. It should be adapted to the needs of the congregation.