

**Position Description**  
**First (Scots) Presbyterian Church**  
**DIRECTOR OF CHRISTIAN EDUCATION AND CHILDREN'S MINISTRIES**

Position Summary: First (Scots) is searching for an enthusiastic Director of Christian Education (DCE) who will be directly responsible for the total education of all of our church members. The ideal candidate will be a team player, a resourceful and creative self-starter who works well with all age groups. The DCE shall maintain or initiate ministries and programs that will grow the faith of the individual members and families in our congregation. The DCE shall affirm the essential tenets of the Reformed faith while nurturing the spiritual growth of individuals and families.

General: The DCE serves under the direct supervision of the Head of Staff/ Senior Pastor. The DCE will work with the Session in planning, developing and supervising the Christian educational ministry of the church in accordance with the policies and directions of the Christian Education Committee.

Education/Experience: Ideally, the DCE should be certified and have a degree in education, such as a bachelor's or master's degree in Christian Education, early childhood or elementary education; however, candidates with different and similarly qualifying backgrounds will be considered.

Duties: The DCE will work in several main areas of ministry with the congregation of First (Scots) Presbyterian Church: Sunday School (all ages), Kirk Club (mid-week children's program), Kirk Night (Wednesday evening programs for Adults), bible studies, Children's Council (special programming for families with children), VBS, and as supervisor of the Nursery Coordinator and liaison to the First (Scots) weekday preschool/Kindergarten program. The DCE will also work with the current youth minister as well as other staff and ministry divisions to help coordinate worship education, missions, fellowship and other liturgical offerings throughout the year. The DCE shall perform any other duties that may be assigned by a pastor or the Session.

Committee Assignments:

- The DCE shall attend monthly meetings of the Christian Education Division.
- The DCE shall serve as the liaison between the church and the weekday kindergarten program and attend the monthly kindergarten board meetings.
- The DCE may be appointed to other church committees to carry out the educational work of the church.
- The DCE shall attend all stated Session meetings.

To apply, please submit any questions and your resume to [fsdcesearch@first-scots.org](mailto:fsdcesearch@first-scots.org)