

***KNOX PRESBYTERIAN CHURCH  
PERSONNEL JOB DESCRIPTION***

**Position:** Church Educator

**Classification:** Lay, Full-Time, Exempt

**Description:** Incumbent shall further the work of Jesus Christ in the life and ministry of Knox Church by envisioning, developing, coordinating, unifying and supervising all educational programs of the Church for children, youth and adults, including the church school.

The Church Educator shall work with the Adult Education Committee in implementing adult education opportunities for the Knox Congregation.

**Reports To:** Pastor-Head of Staff

**Responsibilities:** Plans and implements the church school program for all age levels, (excluding the Confirmation/Commissioning program) providing staff support for the work of the Christian Education Committee in selecting curriculum materials and in recruiting persons to serve as teachers and leaders.

Trains, or arranges for the training of, church school teachers and leaders, as well as providing for other means of support, encouragement, development and recognition.

Uses his or her best efforts to ensure the health and safety of the participants of the church school program and to otherwise provide for a wholesome and productive environment for the program.

Arranges for adequate supplies of appropriate classroom materials and shall be in charge of the Church's library, audio-visual and other physical resources that are primarily related to educational programming.

Provides staff visibility, presence and encouragement to volunteers who serve the church school as teachers and in other capacities.

Provides for the nurture of parent awareness of, and commitment to, the church school.

Has primary responsibility for all other programming for children at Knox, including the Vacation Bible School.

Cooperates with the Knox Preschool and the music programs of the Church to integrate these programs with those for which he/she is responsible.

Upon request, and to the extent consistent with his/her primary responsibilities, shall counsel with children and parents. To the extent possible, common concerns among such groups within the Church should be the subjects of classes and other group sessions rather than individual counseling sessions.

With the Adult Education Committee, design and implement the educational program including contacting of guest speakers, resourcing possible guests and providing ideas for potential topics for exploration by adults

Provide information for the church bulletin and Knox News about children's and adult education opportunities

Provides leadership to the larger Church as time and interest permit.

Shall perform related tasks as necessary or as assigned by the Pastor-Head of Staff.

**Scheduled Work**

**Week:** 40 hours

**Performance**

**Review:** Conducted annually by the Pastor-Head of Staff and the Personnel Committee.