



# WESTMINSTER PRESBYTERIAN CHURCH

Do Justice • Love Kindness • Walk Humbly

## **Interim Director of Christian Education**

Full-time, Salaried

### **About Westminster Presbyterian Church**

Westminster Presbyterian Church (PCUSA) is a vibrant community of faith seeking to "do justice, love kindness, and walk humbly" in Durham and beyond. It has a rich history of supporting local and global missions and nurturing people of all ages in fellowship and faith formation. Founded in southwest Durham in 1963, Westminster is a growing congregation that welcomes all to participate fully in the life of the church.

### **Position Summary**

The Interim DCE, under the supervision and with the support of the Children and Youth Christian Education Committee (CYCE) and the Adult Christian Education Committee (ACE), is responsible for providing members of all ages with educational opportunities designed to increase knowledge and understanding of the Word of God and the life and teaching of Jesus Christ; and to encourage the practice of this knowledge and understanding of our lives as Christians.

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

### **Responsibilities**

- Coordinating and resourcing Church School programs for all ages, providing chosen curriculum, and the training and support of the teachers
- Planning and coordinating, with the CYCE, a Mid-Week Children's Program during the school year
- Planning and coordinating Advent and Lenten programs, including the One Great Hour of Sharing Fish Bank Offering, and the annual Christmas Pageant
- Staying aware of the activities of Westminster by attending CYCE, ACE, staff, and session meetings
- Coordinating the work of Christian Education with that of other Westminster committees
- Working with WPC staff to coordinate class locations and communicate opportunities to our members and the broader community
- Maintaining a focus on good stewardship and mission outreach
- Working with the leadership of the Westminster School For Young Children to coordinate the use and care of facilities and supplies
- Participating in the Celebration Service, held during the school year for the Westminster School For Young Children
- Working with the CYCE and ACE on Wednesday evening programs, such as WOW, an intergenerational monthly program, and Aperture, an adult lecture-style opportunity
- Supporting the work of the CYCE and ACE through application of their transition documents, which outline specific steps and point people for initiatives and events
- Supervising Nursery Coordinator and related staff, in accordance with our Child and Youth Protection Policies

**Requirements**

- A Master's degree required, preferably in Christian or General Education
- At least five years of experience in Christian Education or a related field
- Demonstrated leadership skills
- A deep love for working with children and youth

**Skills & Attributes**

- Ability to plan, organize, and coordinate multiple programs and projects
- Strong attention to detail
- Excellent relationship-building, listening, and collaboration skills
- High degree of professionalism, integrity, and warmth
- Self-directed with ability to learn quickly

**Compensation & Benefits**

Westminster offers a salary and benefits package, which includes health insurance, retirement contributions, holidays, vacation, and sick leave. Westminster Presbyterian Church is an equal opportunity employer.

**How to Apply**

Please send resume and cover letter to Chris Tuttle, Pastor and Head of Staff ([chris@wpcdurham.org](mailto:chris@wpcdurham.org)), with subject line "Interim DCE." No phone calls, please.