

THE FIRST PRESBYTERIAN CHURCH of VERONA
10 Fairview Avenue, Verona, NJ 07044
Employment Contract
Christian Education Facilitator (CEF) - part-time position

1. POSITION SUMMARY

The CEF will:

- a. Work with the Christian Education Committee to bring energy and inspiration to the Sunday School, Christian Education programs, and Youth Fellowship. While the CEF will coordinate with the committee, the committee will defer to the CEF's expertise and allow him/her to drive the curriculum.
- b. Communicate effectively with the staff, the congregation and the pastor.
- c. Be flexible, caring, self-motivated, creative, organized, enthusiastic, and capable of working cooperatively with others.
- d. Take responsibility for the Sunday School curriculum but also look for ways and places to implement a wider curriculum such as special programs around holidays or unique events or opportunities to serve the community.

2. ACCOUNTABILITY:

- a. The CEF must abide by Newark Presbytery's Child Protection Policy.
- b. The CEF is accountable to the Pastor, Human Resources and Christian Education Committees, all under the auspices of the Session Council.
- c. A performance review shall be conducted after six months with members of the Human Resources Committee, the Christian Education Committee, and the Pastor.
- d. This contract shall be reviewed and revised as necessary, following the annual performance review.
- e. The CEF may contact the chairperson of the Human Resources Committee if there is a question regarding the Terms of Employment.
- f. If any situation cannot be resolved with the Pastor, the CEF will request, in writing, a meeting with the Human Resource Committee.

3. EDUCATION/EXPERIENCE:

- a. Prior experience working with children and youth is required.
- b. A Bachelor's Degree is preferred.
- c. A background check is required.

4. MAJOR RESPONSIBILITIES:

The CEF will:

- a. Create and nurture a safe environment for children and their families to experience the love of God through their relationships with one another and the larger community of faith.

- b. Partner with parents in the spiritual growth of their children encouraging discussions about God's love for them, what it means to be a follower of Christ (embracing diversity, protecting the planet, etc), and part of a community of faith.
- c. Explore and create mission-serving experiences for children and their families.
- d. Develop and maintain an engaging Sunday School Program for PreK through sixth grade.
- e. Develop and maintain an engaging Program for Teens+ in grades seven through twelve.
- f. Provide developmentally-appropriate curricula.
- g. Participate in planning and coordination of other activities for the 7th through 12th grade youth.
- h. Acquire and organize the necessary supplies for the program keeping within the church budget.
- i. Recruit and prepare volunteers to teach/assist with the Sunday School and other Christian Education activities such as Christmas Eve Family Service, Souper Bowl of Caring, Workshops, and a table at the Holiday Fair in the Square.

5. MANAGEMENT:

The CEF will:

- a. Plan, create, and execute a yearly calendar of Sunday School, family and outreach events in coordination with the Christian Education Committee, the Pastor, and the Director of Music.
- b. Conduct the lessons for the Sunday School program.
- c. Publicize events via bulletin announcements, newsletters, emails, and social media platforms.
- d. Request prior approval for purchases and submit receipts for purchases needing reimbursement to the Christian Education Chairperson within 1 month of incurring.
- e. Follow up on phone calls and emails within the week of receiving them.
- f. Shall keep track of youth attendance, program costs, and communication with families.
- g. Prepare an annual report for the Clerk of Session to include Sunday School attendance by age groups for reporting to Presbytery.
- h. Attend monthly Christian Education Committee meetings.
- i. Contribute to a bi-monthly article for the church newsletter and the year-end report for the ACTS.

6. SCHEDULE:

- a. This part-time position is 10 flexible hours per week that includes the weekly presence for the Sunday School Program.
- b. The position includes three Sundays off per year, no benefits; two weeks paid vacation per year (20 hours, equivalent to 10 hours per week). Sick time must be accrued as per NJ State laws. The rate is \$25 per hour.
- c. Three Sunday absences are permitted with prior permission per year during Sunday School months.
- d. Two weeks advance notice is required prior to being away for one week or more.

7. TERMINATION: Both parties must notify the other party in writing two weeks in advance if the Employment Contract is to be terminated.

8. START DATE: Ideally mid-August