

Bellevue Presbyterian Church  
100 Cross Timbers Drive, Nashville, TN 37221  
615.646.1666  
[www.bellevuepres.org](http://www.bellevuepres.org)

Job Description: Director of Christian Education

Our caring faith community is seeking a Director of Christian Education (DCE) to oversee all educational ministries of the church recognizing, nurturing and empowering volunteers, teachers and leaders as they seek to help others grow in their faith. We are looking for a dynamic, outgoing person, who has a strong relationship with Jesus Christ, is inspired and creative, organized yet flexible and can encourage and motivate others. Team-building is an important skill as well as the ability to communicate through verbal, written and technological methods. Some experience as an educator or Christian Educator is required. The Director of Christian Education will work under the direction of the Pastor and in cooperation with the Christian Education Committee of the Session.

Current educational ministries at Bellevue Presbyterian Church include:

- ∞ Nursery care
- ∞ Pre-school, elementary, Planet 56 (grades 5/6), youth and adult Sunday school
- ∞ RENEW (Wednesday night programming)
- ∞ Children's Worship
- ∞ Vacation Bible School
- ∞ Adult educational offerings
- ∞ Early Education program

Specific responsibilities include but are not limited to the following:

- ∞ Establish Long Term Objectives and Plan for BPC Christian Education Ministry
- ∞ Resource and Support Adult, Youth and Children's Ministry Teams, Teachers, and Leaders
- ∞ Facilitate the Recruiting, Scheduling and Training of Christian Education Leaders/Volunteers
- ∞ Evaluate All Christian Education Programs and Make Adjustments Where Necessary
- ∞ Research New Curriculum/Learning Options for Current and Additional Ministries  
Suggested additional ministries include programs for parents, Presbyterian Women, children's choir, inactive members, new member assimilation into Christian Education Programs, mid-week Bible/study opportunities, family interaction
- ∞ Plan and Facilitate in Leading Special Events  
Special Events include Child Protection Training, Intergenerational events for Sunday school, RENEW, Genesis Sunday, Teacher commissioning, Teacher recognition and appreciation, Vacation Bible School, Easter Egg hunt, and Family Christmas Eve worship. Additional suggestions for special events include parenting classes, mission opportunities, youth/parent events and classes, confirmation classes and events, retreats specifically for women or men and other groups, and stewardship events for children and youth.

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The Director of Christian Education will also:

Provide Resources and Oversight for:

- Workshop Rotation materials
- Sunday school attendance records
- Child Protection Training records
- Fall programming start-up
- Supplies for Art Room and classrooms
- Cradle Crosses for infant baptisms
- Children's Birthday Club
- Bible presentations for 3<sup>rd</sup> graders
- Children's Library

Communicate By:

- Writing newsletter articles
- Maintaining CE bulletin board in narthex
- Creating newsletter/communiqué with teachers, leaders and parents
- Developing CE brochures for visitor packets, displays, etc.

Meet With:

- Christian Education Committee (monthly)
- Children's Ministry Team (monthly)
- Youth Ministry Team (monthly)
- Adult Ministry Team (monthly)
- Staff (monthly)

Oversee Early Education Program:

- Share ideas/resources between church and Early Education Program
- Communicate cooperative use of space
- Meet regularly with Early Education Board and Director
- Oversee Chapel leadership

Pursue Networking and Professional Development:

- Keep up to date on issues, activities, publications and policies of PCUSA
- Join and participate in Association of Presbyterian Church Educators
- Participate in the Presbytery of Middle Tennessee, as appropriate
- Participate in gatherings of area Christian Educators

Salary and benefits information available upon request. Send resume and/or questions to [information@bellevuepres.org](mailto:information@bellevuepres.org).