

Reverend Evie Macway
Reverend Irene Pak Lee, Associate Pastor
Presbyterian Church (USA)



Temporary Church School Administrator

Purpose: This is a part-time temporary position beginning July 2023 and continuing through December 2023. The purpose of this position is to implement, administer and promote the Christian education and spiritual formation of children ages birth through fifth grade, including oversight of the infant and early childhood program and supporting the youth programs at Stone Church of Willow Glen.

This temporary position is designed to continue the current lively and valued Church School program at Stone Church through 2023 after the retirement of the current Church School Administrator on June 30, 2023. While Stone Church is committed to the Christian education of its children into the future, the many uncertainties arising from COVID 19, pastoral staffing transitions, membership, and budget mean that the exact configuration of position(s) related to Church School administration beyond December 31, 2023, cannot be determined at this time.

Church Mission Statement – read our Vision and Mission statements [here](#)

Relationships: The Church School Administrator (CSA) is supervised by the Pastors and works with staff and with the lay leaders on the Christian Education Committee. They will develop and maintain relationships with children and their parents as it pertains to their spiritual formation and development. The CSA will supervise the work of the Child and Infant Care Coordinator and will coordinate events and activities with the children’s musical director and librarian as warranted.

Duties:

1. Recruit, train, support, and staff the Sunday morning Church School.
2. Initiate and maintain records needed for attendance and individual child information regarding health, allergies, and contacts provided by parents.
3. Select Church School curriculum in conjunction with the CE committee. Purchase, distribute and train staff as required to implement curriculum.
4. Maintain the Church School spaces and supplies.
5. Oversee and coordinate the planning of Church School events e.g., Advent Play, Christmas Eve Service, etc.
6. Participate in regular church staff meetings, CE board meetings and other interfaces as requested.
7. Communicate with parents via newsletters, announcements, and bulletin board information about planned activities. Respond to parent emails and concerns.
8. Plan and present Children’s sermons in the worship service as requested.
9. Direct the Vacation Church School.

Qualifications: The ideal candidate will have experience in education or significant volunteer experience in children’s education or ministry programs. The position requires excellent communication skills with both children and adults, as well as the ability to work collaboratively with teachers, parents, and church staff. They should be organized, energetic, and creative. Formal training in Christian Education is preferred but not required. The candidate must complete the Safe Church training offered by San Jose Presbytery prior to interacting with the children.

Please make any inquiries to Bob Cole, Stone Church Christian Education Elder at 408-269-1419.

Download the Application, complete it and email to the Church Office Manager at office_manager@stonechurch.org

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