

Educator Call/Position Description Worksheet

NOTE: This form is completed based on decisions reached from the previous worksheets. After the committee has completed the exercises and discussed the results, it is ready to prepare a preliminary position/call description. The committee should be in agreement as to the key elements essential to the position description, but should be flexible in order to include ideas generated during the call process.

1. Responsibilities

Specific tasks, assignments and program area for which this person has responsibility:
Summary of information in C. Educational Skills, Responsibilities and Interests

2. Working Relationships

List persons by position, board, or committee with whom the educator will work closely.
Describe any special relationships to community and presbytery structures.
Summary of information in B-1 and B-2. Working Relationships

3. Qualifications

Specify whether experience as an educator is “Required” or “Desired” for the specified position.

R=Required D=Desired

Employment Status

Full Time Part Time Open to Either

Certification Status

Certified Christian Educator Certified Associate Christian Educator
 Enrolled Educational Assistant In process of certification

Experience Desired

first call less than 2 years 2 years or more
 4 years or more 6 years or more 8 years or more

Language Requirements

English Spanish Korean
 Mandarin Chinese Japanese Cantonese
 Taiwanese Other _____

4. Office Arrangements and Support

Describe the office arrangements planned for the educator:

Office space (enables a staff person to work effectively and efficiently. Provision for office space indicates the level of commitment for the newly created position):

Office location (depending on your building plant, locate your educator's office for maximum interoffice communication and availability):

Equipment (provide appropriate equipment, including a desk, phone, computer, printer, file space, bookcases, and storage):

Staff support (identify whether the educator will be expected to do his or her own office work or if there will be administrative support. A part time secretary (six hours a week) is a way to enable educators to focus on priority matters):

Budget support (the congregation's annual budget should provide funding for programming, i.e. for curricula, resources, workshops, mileage, expenses, equipment, furnishings and so forth):

NOTE: It is recommended that reviews be conducted annually. It is helpful and beneficial to conduct performance reviews and benefit reviews at separate times.

This document was first published in *Calling to Educational Ministry*, published by the PC(USA)
www.pcusa.org/christianeducators