



## Highlands United Presbyterian Church

10900 McCormick Road, Jacksonville, Florida 32225  
904-641-9264 www.HUPCJax.org @HUPCJax

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Highlands United Presbyterian Church (<http://www.hupcjax.org>) is a midsized, intergenerational congregation in the East Arlington neighborhood of Jacksonville that has always valued programs that bring people together to learn more about how to live deeply with God. Our Director of Christian Education will lead a robust offering of programs for all ages in a way that is creative, joyful, well-organized, and enlightening. Highlands is a place where those programs have been supported by active volunteers. Our director will have the wholehearted support of the congregation and have an opportunity to grow in the role just as our church will grow from strong Christian nurture offerings.

### Position Overview:

Full-time (30 hours per week), Director of Christian Education  
Create a strong Christian Nurture program, that helps build relationships between families and our community, while nurturing and expanding the intergenerational bonds within the church.

### Requirements:

- A minimum of a Bachelor's Degree
- Devoted to Jesus Christ
- Relationship-builder - connecting kids and families with the community, and reinforcing our intergenerational connections
- Very comfortable with social media for staying in touch, particularly with youth and their families
- A deep desire to know HUPC (*Highlands United Presbyterian Church*) and our area community inside and out.
- A familiarity with PC(USA) and a believer and follower of reformed theology, in order to accurately and effectively evaluate curriculum, programs, and opportunities
- An understanding and adherence to budgets, and able to propose ways to close a gap between costs and available funds for Christian Nurture programs

### Hours:

- Full-time (30 hours per week) position to include some evening hours and all Sunday mornings.
- Flexible hours will accommodate the director's availability alongside Highlands' needs – especially during the summer

### Compensation:

Starting at \$48,000 per year; \$1000 professional expense allowance; \$2000 continuing education; childcare benefits consistent with HPGP (*Highlands Precious Gifts Preschool*) / HUPC agreement; 4 weeks vacation; 1 week of continuing education; healthcare benefits package

### Reports to:

The Rev. Dr. Olive Mahabir, Pastor and Head of Staff, [pastor@hupcjax.com](mailto:pastor@hupcjax.com)

## Specific Tasks and Roles for the DCE:

- Sunday Worship
  - Attend worship weekly, participating and leading as needed
- Meetings
  - Attend regular committee and Session meetings on weeknights as scheduled
  - Attend and participate in staff meetings as needed
- Wednesday Evenings
  - Plan and Facilitate a multi-faceted, intergenerational, monthly Wednesday evening program.
- Sunday School
  - Select curriculum for all age groups, in consultation with the Christian Nurture Committee
  - Recruit and oversee volunteer teachers; filling in to cover absences as needed
  - Keep accurate attendance each week
  - Create Bulletin Boards
- PYC (*Presbyterian Youth Ministry*)
  - Coordinate JOY (*Jubilant Offerings of Youth*) Sunday, which is usually on the 4th Sunday of each month, in consultation with the Pastor and Minister of Music & Worship
  - Youth Group Meetings
    - ◻ Plan and facilitate monthly (at a minimum) Sunday evening youth group meetings
    - ◻ Coordinate meals and adult volunteers
  - Retreats & Special Events
    - ◻ Encourage youth to attend Presbytery retreats and serve as a chaperone
    - ◻ Plan and facilitate special mission activities (Trick-or-Treat for Canned Goods, Thanksgiving Baskets, holiday parties, etc.)
    - ◻ Manage all sign-ups and logistics when needed
  - Summer Trips
    - ◻ Plan & Facilitate all aspects of Summer Trips to Montreat (and possibly a Middle School Trip)
    - ◻ Serve as a chaperone for Summer Trips
    - ◻ Plan and Facilitate Fundraisers (Super BBQ, possible Yard Sale or Spaghetti Dinner)
  - Confirmation Class
    - ◻ Work with the Pastor to facilitate Confirmation Class (as needed)
- Children's Ministry
  - Plan and Facilitate Vacation Bible School in the summer
  - Coordinate and schedule volunteers for Time with the Young Church (Children's Moment) during worship
  - Consult with Highlands Precious Gifts Preschool on their Chapel ministry (teach this weekly if needed)

- Attend Highlands Precious Gifts Preschool events to build relationships with families
- Oversee the maintenance of Worship Bags to be used by children during worship (keep them tidy, provide appropriate coloring or activity sheets that correlate with the lectionary, etc.)
- Adult Ministry
  - Special Studies (Advent, Lent, etc.)
    - Consult with the Pastor to ensure adequate opportunities for Adult Studies throughout the year.
    - Facilitate studies as needed
  - Women's Bible Study
    - Coordinate & Facilitate a monthly Women's Bible Study Group which uses the PC(USA)'s Presbyterian Women yearly Bible Study
- Communication
  - In coordination with the Christian Nurture Committee Moderator, serve as the main point of contact for Educational Ministries for all ages.
  - Work with the Communications Coordinator to ensure that information is shared through Weekly Newsletters, social media accounts, and the church website
- Oversee the implementation and maintenance of Highlands' Child & Youth Safety Policy
  - Manage Background Checks
  - Facilitate Volunteer Training (yearly) and possible quarterly brainstorming sessions with volunteers on the Sunday School curriculum
- Oversee the annual budget for Christian Education in partnership with the Christian Nurture Committee

**To apply, please email your resume to [HChurchJax@gmail.com](mailto:HChurchJax@gmail.com).**