

*The Presbyterian Church of Lawrenceville*  
Acting Director of Adult Education  
Job Description

Part-time Position: 12-15 hours per week

Reports to: Pastor/Head of Staff

Responsibilities:

- 1) Adult Education
  - a) Staff Adult Education Committee and provides leadership for spiritual growth and vitality for all areas of the PCOL Adult Education program
  - b) Assist in planning as needed for officer training, orientation, and retreats with Pastor/Head of Staff
  - c) Work with seminary intern hired for adult education
  - d) Work with Pastor/Head of Staff for creating new forms of small group adult education opportunities
- 2) Men's/Women's Ministry
  - a) Provide leadership for Annual Retreat for either Men's or Women's annual retreat, and provide administrative leadership for the other.
  - b) Provide leadership for other Men's/Women's related Bible Study
  - c) Staff liaison to Create and Relate
- 3) Administration/Communication
  - a) responsible for promoting adult education opportunities using church newsletters, bulletins, email, social media
  - b) responsible for managing the adult education budget
- 4) Other Duties
  - a. Attend all Adult Education meetings
  - b. Attend, when possible, weekly staff meetings
  - c. Assist in worship on a regular basis
  - d. Attend Session meetings when possible
  - e. Assist in general pastor work
- 5) Other Duties as needed:
  - a. Attend seminary intern supervisory meetings
  - b. Preach
  - c. Work/coordinate with Pastor/Head of Staff in conducting funerals/memorial services, weddings and baptisms
  - d. Offer pastoral care in the absence of or in addition to the Pastor/Head of Staff and Associate Pastor
- 6) Other duties as assigned or negotiated with Head of Staff

To apply or for more information, contact [personnel@pclawrenceville.org](mailto:personnel@pclawrenceville.org)