



**IRVINGTON PRESBYTERIAN CHURCH  
JOB DESCRIPTION  
DIRECTOR OF CHILDREN AND FAMILY MINISTRIES  
SALARIED POSITION (Half Time)**

*Session approved 5-14-02  
Revised Jan 2012*

Irvington Presbyterian Church is seeking a Director of Family and Children's Ministries to begin in April. The position is part-time, 20-hours per week. Interested applicants should e-mail their resumes to [rheimach@irvpresby.org](mailto:rheimach@irvpresby.org) or mail them to the church at 55 Johnson Avenue, Indianapolis, IN 46219. For additional information about the position please contact Rev. Robert Heimach at 356-7225. More information about the church can be found at [www.irvpresby.org](http://www.irvpresby.org).

**PURPOSE:**

The Director of Children and Family Ministries shares a direct responsibility for implementing the Church's educational ministry.

**ACCOUNTABILITY:**

The Director of Children and Family Ministries is accountable to the Senior Minister.

**RESPONSIBILITY:**

1. Design and coordinate the Program and activities of the Christian Education Department along with the Christian Education Committee:
  - a. Plan and order curriculum for Sunday School and Vacation Bible School.
  - b. Recruit teachers for educational opportunities together with the Christian Education Committee.
  - c. Provide teacher training and leadership development as well as act as a resource person for teachers.
  - d. Monitor Church School attendance and contact inactive Church School members.
  - e. Oversee enrollments.
  - f. Promote children to new classes in September, as appropriate.
  - g. Act as resource person for children, youth and adult education and Vacation Bible School.
2. Coordinate Christian education opportunities during worship time.
3. Communicate Presbytery, Synod and General Assembly education and spiritual development opportunities, including workshops and camps, to the Christian Education Committee and group leaders of children, youth and parents.

4. Worship responsibilities include:
  - a. Teacher Dedication service and Appreciation celebration
  - b. Promotion service for children going into third grade – Bible presentation
  - c. Children’s sermons as assigned by the Senior Minister
5. Visit and attend to the spiritual needs of the congregation’s children, adults and their families and new Sunday School members.
6. Welcome visitors to Sunday School classes and gather contact information. Follow up with visitors by way of letter, phone call, e-mail as appropriate.
7. Supervise, assign and communicate room usage for Sunday.
8. Conduct hospital visitation with children when appropriate.
9. Provide Christian Education information for monthly newsletter and Sunday worship bulletin.
10. Attendance:
  - a. Staff meetings on the first and third Tuesdays at 9:30 a.m.
  - b. Sunday morning classes from 9 a.m. – Noon
  - c. Christian Education Committee meetings
  - d. Session meetings, as needed
11. Secure childcare for church dinners and other special events together with Christian Education Committee.
12. Assist in preparation of Christian Education budget preparation and provide financial accountability.
13. Supervise the contract staff, registrations and operation of the Before/After School program at School 57.