

IRVINGTON PRESBYTERIAN CHURCH

OPENING FOR YOUTH AND CHRISTIAN EDUCATION COORDINATORS

Irvington Presbyterian Church (USA) is a vibrant congregation on the east side of Indianapolis, IN. We are seeking coordinators for our youth and Christian Education programs. We are open to either one 20-hour position or two 10-hour positions. We desire creativity, flexibility, and enthusiasm to build community and nurture faith with our children, youth, families, and the entire congregation. Responsibilities are listed on the following job descriptions.

The successful candidate must be able to lead and work well with groups and should be passionate about Christian faith and community. Experience in Christian Education or youth work is helpful but not required. Candidates must be willing to work within the values of our Reformed tradition but are not required to have a Presbyterian background.

To apply, submit a cover letter and resume or Personal Information Form (PIF) to Rev. Chelsea Benham at [cbenham@irvpresby.org](mailto:cbenham@irvpresby.org) or 55 Johnson Ave, Indianapolis, IN 46219. If you have any questions please contact Rev. Benham at the above email or call the church at 317-356-7225.

We hope to fill the position(s) promptly and have the new coordinator(s) begin this summer.

[www.irvpresby.org](http://www.irvpresby.org)

[www.facebook.com/irvingtonpresbyterian/](https://www.facebook.com/irvingtonpresbyterian/)

**IRVINGTON PRESBYTERIAN CHURCH**  
**JOB DESCRIPTION**  
**CHRISTIAN EDUCATION COORDINATOR**  
**SALARIED POSITION (10 hours per week)**

Revised April 2018

**PURPOSE:**

The Christian Education Coordinator (CEC) is responsible for implementing the Church's educational ministry.

**ACCOUNTABILITY:**

The CEC is accountable to the Christian Education Committee and Session, and supervised by the Associate Pastor.

**RESPONSIBILITY:**

1. Design and coordinate the Program and activities of the children's Christian education along with the Christian Education Committee:
  - a) Plan and order curriculum for Sunday School and Vacation Bible School as needed.
  - 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) Oversee Sunday morning child care, and supervise caregivers in the Nursery and Rambler Room.
2. Coordinate Christian education opportunities prior to and during worship time.
3. Communicate Presbytery, Synod and General Assembly education and spiritual development opportunities, including workshops and camps, to the Christian Education Committee, children 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.
5. Attend to the spiritual needs of the congregation's children 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. Provide Christian Education information for monthly newsletter and Sunday worship bulletin.
9. 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
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.

IRVINGTON PRESBYTERIAN CHURCH  
JOB DESCRIPTION  
YOUTH PROGRAM COORDINATOR  
10 HOURS/WEEK

April 2018

Supervisor: Associate Pastor

1. Together with the Youth Team and the Christian Education Committee, create and carry out a vision for the IPC youth program, include empowering, equipping, and nurturing the whole congregation to be in ministry with our youth.
2. Coordinate youth programs, meetings or retreats as well as Sunday School. This may require trips out of the local area as well as overnight stays with the youth.
3. Ensure quality balance of three components of youth ministry: study, fellowship and service. This balance is meant to provide fun, inspiration, and spiritual commitment to the lives of the youth.
4. Report any form of abuse (physical, sexual, emotional, illegal drugs, alcohol, prescription drugs, etc.) immediately to the Associate Pastor and Head of Staff so that appropriate actions can be taken in the best interests of all parties concerned and according to the law.
5. Recruit volunteers for the youth programs in conjunction with the Christian Education Committee.
6. Inform parents of any issues in a timely manner.
7. Maintain Communication with all youth and parents via mail, e-mail, or telephone about all activities and meetings.
8. Provide information specifically related to youth fellowship groups for Sunday bulletin, website, newsletter and other social media.
9. Attend Christian Education Committee meetings.
10. Subject to annual performance review with the Associate Pastor and/or Personnel Committee.