

TRINITY PRESBYTERIAN CHURCH
Christian Education Coordinator
Part-time (20 hours/week)

The ministry of Christian Education exists to prepare, provide, and promote God-exalting Bible study opportunities for people of all ages.

Ministry Job Description

MINISTRY PURPOSE:

The purpose of the Christian Education Coordinator is to plan, promote, and participate in the overall ministry of Christian Education at Trinity Presbyterian Church. The goal of this ministry of Christian Education is to introduce people of all ages to Jesus Christ, and to nurture disciples in their relationship with Jesus Christ.

MINISTRY QUALIFICATIONS:

An energetic and enthusiastic person with a strong Christian faith, exhibiting good leadership and listening skills, able to teach the Christian faith with clarity and effectiveness to all ages. The ability to work independently and collaboratively with people of all ages. Acceptance of a flexible work schedule as the needs of the ministry fluctuate (e.g. Sunday mornings, some weekday evenings and weekends, and occasional extended trips). Dependability, patience, able to develop and cultivate relationships as part of a team, possesses a servant-heart, with strong organizational and administrative skills. Compliance with the Trinity Presbyterian Church Policy on Sexual Misconduct. Two or more years of fruitful experience working with children and youth in a Christian setting; a degree in Education or related work experience is preferred.

MINISTRY ACCOUNTABILITY:

Under the direct supervision of the Pastor as Head of Staff, the Christian Education Coordinator is accountable to the Pastor and the Chairperson of the Christian Education Committee.

MINISTRY DESCRIPTION:

Reaching, teaching and growing disciples of Jesus Christ is central to who we are at Trinity Presbyterian Church. The Christian Education Coordinator is an essential role in Trinity's efforts to fulfill this calling through our teaching and discipleship ministries.

MINISTRY RESPONSIBILITIES:

1. Plan, promote, coordinate, and supervise regular gatherings for Bible study and learning for all ages. (Currently, this involves Sunday School, Children's Church, nursery, youth groups, etc.) Responsibilities will include resourcing teachers, curriculum research and development, tracking the growth of these gatherings, and teaching as needed.
2. Recruit, train, and support teachers, assistants, and care givers to encourage faithful teaching, compassionate care, and Christ-like service (e.g. quarterly planning meetings, leadership training, etc.).
3. Work with the Christian Education Committee to design new educational opportunities, plan church wide events (e.g. retreats, luncheons, VBS, special events, etc.), maintain budgets, and keep records related to the ministry.
4. Coordinate correspondence and communicate ministry activities, events, goals, etc. to the congregation, participants, families, and the community at large (e.g. monthly newsletter article, worship announcements, social media postings, etc.).
5. Be present and visible on Sunday mornings to coordinate ministry activities, guide and direct visitors to appropriate classes, teach and assist as needed, and serve as an advocate for the children and youth ministries.
6. Model Christian godliness to the children, youth, families and church membership of Trinity Presbyterian Church and the wider community.
7. Prayerfully follow God's leading, discern and develop a growing vision for Christian Education, assist the pastor with pressing pastoral needs, and seek opportunities to grow ministry skills and knowledge.

MINISTRY EVALUATION:

Performance reviews will be conducted annually by the Pastor as Head of Staff along with the Chairperson of the Christian Education Committee. A summary report will be submitted to the Personnel Committee and the Session. The Personnel Committee will review annually the adequacy of compensation.

MINISTRY COMPENSATION AND BENEFITS:

Salary to be determined. All standard benefits for a salaried employee apply as discussed in the Personnel Handbook.

For questions, please contact us at (502) 245-5515 or tpclouisville@att.net. To apply for the Christian Education Coordinator, please submit a cover letter and resume via mail or electronically to:

Trinity Presbyterian Church
10200 Shelbyville Road, Louisville, KY 40223
Attention: Rev. Steven M. Jewell