

Interim Christian Education Coordinator  
Job Description  
Govans Presbyterian Church

Govans is an urban church located at the boundary between affluent upscale largely White neighborhoods and poorer ethnically diverse but largely Black neighborhoods. We are committed to LGBTQ inclusion, racial and ethnic diversity, and social justice. As a congregation, we strive to be an anti-racist church, practicing the love of Jesus in a relational ministry, and fighting for equality and equal opportunity for all people. We have established Racial Justice as a dedicated ministry of the church and a Committee of Session. Our Racial Justice Committee is composed of church members and members from surrounding communities. In January 2021 we hired a Minister of Racial Justice and Multicultural Engagement. We are instituting antiracist policies on hiring, contracting and other employment issues, and strongly encourage BIPOC and LGBTQ persons to apply for the current position of Interim Christian Education Coordinator.

We are hiring an Interim Christian Education Coordinator. We expect the position to require 25 hours per week including Sunday morning and will pay \$30,000/year. Benefits include paid leave and holidays. We expect the position to last at least 9 months and possibly as long as 18 months. The position will end when a Full-Time Associate Pastor for Congregational Life is hired.

Responsibilities include:

- Lead Sunday School at 9am on Sundays. Leading includes:
  - Sending reminders to the families encouraging their participation
  - Teaching the class or recruiting volunteer teachers
  - Providing age appropriate curriculum and training for volunteer teachers based on the preaching texts each Sunday. Preaching texts are known in advance September-May.
- Lead (and recruit volunteers to lead) 2 youth groups or events per month. One event may include a joint event with other churches.
- Lead (and recruit volunteers to lead) once a month gathering for young families.
- Oversee the Youth Servant Leader Program including a monthly meeting to support the leadership development of older youth.
- Lead and/or coordinate Lay Leaders for weekly Children's Sermons during worship.
- Lead and coordinate Acolytes and Youth Readers

- Lead the Annual Christmas Eve Pageant
- Oversee the Annual Easter Egg Hunt
- Build and staff the Christian Education Committee

General Duties:

- Attend Weekly Program Staff Meetings
- Attend Monthly All Staff Meetings
- Meeting weekly with the Pastor
- Effectively communicate the ministry through weekly email, newsletter, bulletin, church announcements, flyers, social media, and other media.

Requirements:

- High School Diploma
- Experience working with children
- Outgoing personality
- Ability to support and teach the progressive theology and social concerns of Govans Presbyterian
- Comfort being in community with a diverse population
- Ability to pass a background check.

To apply please send cover letter and resume to [tom@govanspres.org](mailto:tom@govanspres.org)