

*First Christian Church*  
*(Disciples of Christ)*  
*R. R. #1, Box 328*  
*Sullivan, Illinois 61951*  
*217-728-7351*  
*Rev. Rebecca S. Ingram*



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*June 2009*

*Dear Applicant,*

*Thank you for your interest in our Director of Christian Education position. We are looking for a positive, youth-centered adult to assume this position.*

*If you are interested in serving God through our youth ministry, please review the job description below. Then complete the application form and mail it to us by July 31, 2009. We will review the applications and call to schedule an interview. If you have any questions, please contact Cindy Kidwell at 217-855-1349.*

*We look forward to hearing from you.*

*God bless,*

*Personnel Team*  
*Greg Bryant*  
*Mike Shasteen*  
*Cindy Kidwell*

*Below: Job Description*  
*Application*

First Christian Church  
RR 1, Box 328  
Sullivan, IL 61951  
217-728-7351  
Rev. Rebecca S. Ingram, Minister



## **Director of Christian Education First Christian Church Job Description**

1. Available during Worship and Church School hours on Sunday to offer assistance to teaching staff
2. Responsible for creating, planning, coordinating, and enlisting help and services for youth groups (CYF, Chi Rho, JYF) and special youth programs (Summit, Youth Sunday)
3. Review Church School and Junior Church materials. Recommend changes to the Education Team to enhance the educational experience. Order appropriate materials through secretary for education use.
4. Teach classes and/or lead youth groups
5. Serve as member of Christian Education Team, assist in securing and scheduling teachers and in budget planning
6. Work with Education Team to prepare Vacation Bible School
7. Coordinate Easter Party, Halloween Party, breakfast with Jesus and other special events
8. Conduct Children's Sermon in pastor's absence or arrange another substitute
9. Coordinate church school and youth group supplies
10. Serve as liaison between parents, teachers, and education team.
11. Work with church secretary to update mailing lists and web page for church classes and youth groups
12. Provide relevant articles for the church newsletter
13. Attend Church Board meetings third Wednesday evening each month and provide monthly reports of youth activities
14. Conduct staff training
15. Other duties as assigned

Most personal contact hours are on the weekends with some weekday evening meetings and activities. Organizational duties may include phone calls during the week.

The application is available on our church website (scroll down on this page) <http://www.firstchristianchurchsullivan.org/>. If you have any questions, we encourage you to contact Cindy Kidwell, a member of our Personnel Team at 217-855-1349.

## First Christian Church

Director of Christian Education Application

Date: \_\_\_\_\_

First Christian Church, RR 1 Box 328, Sullivan, IL 61951

Important Instructions: Please TYPE or PRINT IN INK. Answer all questions completely.

	LAST	FIRST	MIDDLE
Name			
Address			
City, State, Zip			
Telephone:	HOME	BUSINESS	OTHER

### EDUCATION AND OCCUPATIONAL TRAINING

	Name of Institution	City and State	Date Graduated Degree/Certificate
High School			
College			
Graduate Work			
Extension Courses			
Religious Training / Experience			
Other			

**EMPLOYMENT HISTORY** – List all employment (full and part-time). List your present or most recent employment first. If additional space is needed, you may attach additional sheets. This section **MUST BE COMPLETED IN FULL** even if you attach a resume or other employment history information.

DATE STARTED		TO		TITLE OF POSITION
EMPLOYER'S NAME				DUTIES
EMPLOYER'S ADDRESS				
NAME, TITLE OF SUPERVISOR				
TELEPHONE NUMBER OF SUPERVISOR				REASON FOR LEAVING

## First Christian Church

EMPLOYMENT HISTORY (continued) – List all employment (full and part-time). List your present or most recent employment first. If additional space is needed, you may attach additional sheets.				
DATE STARTED		TO		TITLE OF POSITION
EMPLOYER'S NAME				YOUR DUTIES
EMPLOYER'S ADDRESS				
NAME, TITLE OF SUPERVISOR				
TELEPHONE NUMBER OF SUPERVISOR				REASON FOR LEAVING

DATE STARTED		TO		TITLE OF POSITION
EMPLOYER'S NAME				YOUR DUTIES
EMPLOYER'S ADDRESS				
NAME, TITLE OF SUPERVISOR				
TELEPHONE NUMBER OF SUPERVISOR				REASON FOR LEAVING

DATE STARTED		TO		TITLE OF POSITION
EMPLOYER'S NAME				YOUR DUTIES
EMPLOYER'S ADDRESS				
NAME, TITLE OF SUPERVISOR				
TELEPHONE NUMBER OF SUPERVISOR				REASON FOR LEAVING

**First Christian Church**

Have you ever been convicted of a felony? \_\_\_yes \_\_\_no If yes, explain.

Have you ever been convicted of a sex related or child abuse related offense? \_\_\_yes \_\_\_no If yes, explain.

PERSONAL REFERENCES - List three people who can vouch for your character and ability. **Do not list relatives.**

Name		Relationship	Phone
Address			

Name		Relationship	Phone
Address			

Name		Relationship	Phone
Address			

Signature of Applicant	Date
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**Please attach a short narrative of why you are interested in becoming the Director of Christian Education for the First Christian Church of Sullivan. Include experiences you have had working with youth and any further information you deem important.**

Return application form to: First Christian Church, R. R. #1, Box 328, Sullivan, Illinois 61951, attention Cindy Kidwell. Phone 217-728-7351