

Christ Lutheran Church

Christ Lutheran Mission Statement – *As members of Christ Lutheran we – Gather in Worship, Grow in God’s work, Serve in Jesus’ name*

Employee Position Description

JOB TITLE: Christian Education Coordinator

REPORTS TO: Pastor

PRIMARY OBJECTIVE: Under the direction of the Pastor and in conjunction with the Education Ministry Team, is responsible to provide Lutheran Educations for all groups at Christ Lutheran Church to strengthen their relationship with God, peers, family and the church as a whole.

POSITION SPECIFIC COMPETENCIES AND RESPONSIBILITY EXPECTATIONS

Duties to include but not limited to:

1. Youth Programs

- Serve as the staff liaison with the Education Team for collaborating, creating, planning and implementing a programmatic focus for all youth and, when applicable to their parents.
- Recruit, provide direction and give support to Christian Education Teachers, Vacations Bible School Teachers and Confirmation Guides.
- Provide or facilitate appropriate instructor training for all teachers and guides of CLC children and youth regarding curriculum, boundaries and behavior policies.
- Provide oversight for all aspects of Christian Education related Special Worship Services in coordination with the Milestone and Worship Ministry Teams, including the Baccalaureate Service, Affirmation of Baptism, Bible Presentation, Youth Christmas Worship Service, Easter Morning Worship Service and Advent and Lent Wednesday Worship Services. This includes selecting materials to use, recruiting volunteers and support people, providing marketing content to staff, planning needed rehearsals and any other action necessary to ensure a positive outcome.
- Help organize outside youth activities such as retreats, camping and service projects throughout the year.

2. Adult Programs

- Serve as staff lead for collaborating, creating, planning, and implementing adult education programs and opportunities.
- Recruit, provide training and give support to volunteer leads for adult Christian Education programs and events.
- Help organize outside adult activities such as retreats, camping and service projects throughout the year, in conjunction with the Fellowship Ministry Team.

3. Administration

- Select, purchase, and modify curriculum when needed, in collaboration with the Pastor for all related areas of the Christian Education Position.
- Maintain and report accurate expense records.
- Keep administrative records detailing individual student performance.
- Acquire and organize necessary supplies for all youth and adult programs.
- Help organize special events in coordination with leadership.
- Provide weekly updates, announcements, and marketing content regarding Christian Education activities by writing weekly/monthly updates on educational activities for publications as appropriate.
- Meet with area-wide education leaders and participation in Conference and Synod level training events, for support, ideas, collaboration and personal faith development.

4. Reporting/Work Schedule

- The 25-hour position is available in Office Monday through Thursday during regular business hours (8:00 a.m. – 4:30 p.m.) and for Wednesday afternoon and evening educational programs. Normal work hours will be jointly agreed upon by the Christian Education Coordinator and the Pastor.
- Visibility within Sunday worship services, festival worships, and special events is an essential part of the leadership of this position.
- Attend/meet weekly with staff to provide input on educational programs and activities and to receive direction for their implementation.
- Provide input to Church Council on a monthly basis to coordinate scheduling and provide regular input regarding education programs and opportunities.
- Perform other tasks and duties as necessary to carry out programs of faith development.

Qualifications

1. Minimum Educational Background
 - High School diploma or equivalent experience
2. Basic level of computer proficiency with Microsoft Office (or equivalent)
3. Excellent time management, organizational skills and prioritization skills
4. Excellent leadership and management capabilities
5. Experience teaching or working with adolescents preferred
6. Demonstrated ability to communicate ideas clearly and concisely both in written and oral form.