



# CHRIST LUTHERAN CHURCH

Gathering in Worship, Growing in God's Word,  
Serving in Jesus' Name

## Employee Job Description

**Job Title:** Christian Education Coordinator

**Reports to:** Pastor

### Position Summary:

The Christian Education Coordinator, under the direction of the Pastor and in conjunction with the Christian Education Ministry Team, is primarily responsible for Christ Lutheran's education programs by encouraging all age groups to be a part of the life and mission of Christ Lutheran Church (CLC) in ways that are intended to strengthen their relationship to God, to their peers, to their family, to Christ Lutheran, and to the church as a whole.

### Qualifications:

- Strong faith background, passion for teaching and ability to engage individuals of all ages.
- Religious education or nonprofit experience is a plus.
- Proficient with computer software.
- Excellent time management and organizational skills.
- Excellent verbal and written communication skills.

### Position Duties and Responsibilities:

1. Plan, coordinate, and direct Rolling Out Christ's Kingdom (R.O.C.K.), Vacation Bible School (VBS), and adult education programs and opportunities.
2. Plan and coordinate Confirmation for 7th-9th graders in conjunction with Pastor.
3. Develop and organize outside youth activities such as retreats, camps, and service projects throughout the year.
4. Audiovisual duties including worship service slide presentations and AV duties for worship, YouTube live stream production and worship service recordings.
5. Attending Sunday worship services, R.O.C.K. Wednesday's, festival worship, and special events is an essential part of the leadership for this position.
6. Attend seminars, continuing education events, synod-based learning and teaching events.
7. Maintain and report accurate expense records.
8. Provide input to Church Council monthly to coordinate scheduling and provide regular input regarding education programs and opportunities.
9. Perform other tasks and duties as necessary to carry out programs of Christian and Lutheran (ELCA) faith development.

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