

Position Description

Christian Education Ministries Coordinator

Introduction:

This is the description of duties and responsibilities for the position of Christian Education Ministries Coordinator and is intended to describe the general value and level of work to be performed by the employee in that position. This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person filling this position. It is extremely important that this document be updated and that it accurately defines the employee's duties and responsibilities. If an employee finds his or her job description to be inaccurate in any way, he or she should contact the Senior Pastor or a member of the Human Resources Committee.

Title: Christian Education Ministries Coordinator

Reports to: Senior Pastor and Executive Committee

Status: Non-Exempt

Hours: This is an hourly position with flexible hours ranging from 15-18 hours per week. Schedules and hours are dictated by the various activities, events, and meetings.

Supervisory Responsibilities: Volunteers. No direct responsibilities for CLC Staff.

Position Summary: Under the direction of the Pastor and Youth & Family/Education Committee, act as a resource for researching, developing, facilitating and assessing a family-based ministry and its component activities.

Responsibilities:

- Maintain good communication with the church youth, church staff, the Youth & Family /Education Committee, other area Lutheran youth leaders, parents and church membership as a whole.

Communications include:

- Attend staff meetings and Youth & Family/Education Committee meetings.
- Submit written report of education activities, participation, costs, and progress on program goals to Pastor and Youth & Family/Education Committee.
- Provide updates to be included in church announcements and articles for newsletters.
- Establish and maintain consistent means of communication with the youth, their families, and the congregation as a whole. (i.e. phone calls, mailings, e-mails, social media)
- Provide insight on structuring, planning, and executing the Christian Education ministries and all component activities. See Ministry and Activity List below for examples.
- Understand and follow the CLC policies and procedures for working with children and ensure youth permission slips are current and on file.
- Implement policies and guidelines to ensure a safe environment. This includes ensuring volunteer background checks are completed with the help of the HR Committee.

- Recruit, train and oversee teachers, assistants, and volunteers for various ministries and activities.
- Organize groups of volunteers in support of all component activities.
- Review all curriculums annually and act as a resource for materials, and make recommendations as needed for all Christian Education ministries.
- Work with the Youth & Family/Education Committee in preparation of an annual budget and properly manage funds in adherence with the purchasing policies of the church.
- Assess and evaluate existing groups, activities and programs annually and make necessary adjustments or add additional programs or resources as needed.

Ministries and Activities:

Sunday School

- Coordinate regular education programming during school year
- Coordinate Community Outreach projects (i.e. Easter Baskets, Heifers International)
- Coordinate Christmas program or work with other committees to involve the youth in a program
- Coordinate a Summer Sprouts program for children ages 3-6

Adult Education

- Act as a resource for current groups and developing other potential groups

First Communion Classes

- Make contact with families of children in appropriate age group
- Coordinate classes with Pastor

Confirmation

- Teach engaging confirmation classes in coordination with Pastor
- Recruit mentors, (assign and plan mentor events)
- Organize parent group, meals and plan retreat
- Organize Community Outreach projects

Vacation Bible School (K-grade 6)

- Coordinate Committee meetings
- Assist with promotions
- Coordinate supplies and donations
- Be present / available during the events

Nursery

- Coordinate nursery attendants that are able to assist when needed
- Ensure the nursery is clean and sanitized at all times
- Ensure nursery attendants are trained in safety precautions

- Provide additional support as needed
- Evaluate needs of nursery and rotate out older items when necessary

Optional Ministries and Activities:

Sprouts

- Program for 3 to 6 year-old children during service.

Puppet Ministry

- Recruit and assist leaders as needed
- Coordinate performances with Worship, Music and Arts Committee and the church office

Small Groups

- Act as a resource for current groups and developing other potential groups

Intergenerational Events

- Assist in identifying and developing intergenerational events for the church family
- Supplement ministry events with age appropriate activities

Qualifications and Experience:

- Be a committed Christian who loves Christ and has a passion for ministry with youth, adults and members of all ages.
- Have a strong Bible knowledge and ability to create meaningful programs with a clear understanding of the Christian faith and the ability to communicate it clearly (from a Lutheran perspective preferred)
- Understand and feel comfortable following ELCA theology and social statements
- Have a strong ability to relate with empathy and build relationships of trust with youth and their families
- Possess understanding of group dynamics and facilitation skills
- Effective in recruiting, equipping, and coordinating both leaders and participants
- Possess strong organizational, communication, and time management skills
- Knowledgeable of adolescent development, youth culture, and sociology
- Demonstrates an ability to work creatively and collaboratively with others
- Ability to schedule to maximize participation and accommodations when possible
- Ability to work within and assist in development of a yearly budget



Christ Lutheran
— CHURCH —

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To apply, please forward a current resume with your qualifications to HR@clcwyoming.org