

Covenant Lutheran Church

Position Description- Program Development Coordinator of Christian Education

Position Title: Program Development Coordinator of Christian Education

Reports to: Senior Pastor

Date Last Updated: 2018

General Job Description:

Covenant Lutheran Church has identified Children, Youth and Family Ministry as a critical and vital ministry in the life of our congregation. During this time of revitalization, Covenant Lutheran Church strives to foster Christian education, discipleship and faith development in Adults, Children, Youth and Young Families. Our goal is to build a sustainable and vital Christian Education and Children, Youth and Family program which will connect and involve Adults, Children Youth and Family into congregational life and leadership, in addition provide opportunities for life long faith development. We seek a creative, enthusiastic, organized strong administrator who is self-motivated with a collaborative spirit. The Program Development Coordinator of Christian Education should have the gift of generating new ideas and programs to enhance and grow Christian Education and faith development offerings.

Qualifications

*Strong spirituality and a vibrant faith, knowledge of the Bible. This includes understanding ELCA Lutheran tenants and beliefs, living the Christian life and servings as a role model for others in their growth and faith development.

*Strong organizational and communication skills (writing, speaking, time management, team building etc.)

*Youth and Family Certification with a Bachelor's Degree

*Ability to utilize technology relevant to this position (Computer, word processing, power point membership data base, internet, Facebook, social networking etc.)

*Flexibility in work schedule to cover a variety of functions held during weekdays, weeknights and weekends.

Skills and Abilities

*A true calling and passion for working with intergenerational learners such as Adults, Children, Youth and families and ministry team members

*Friendly, enthusiastic, and creative approach to this ministry

*Experience in teaching Christian Education to a variety of age groups

*Adept at administration skills

- *Possesses an understanding of child development and current youth culture.
- *Demonstrated ability to work effectively, positively, and cooperatively as a member of staff.
- *Demonstrated ability to interact enthusiastically, graciously and responsibly with people of all ages
- *Demonstrated ability to creatively develop and lead programs in small or large groups.
- *Excellent leadership skills with the ability to work both independently and as part of a team.
- *Teachable with a desire to grow in faith and skills.

Responsibilities:

Children (Birth to 4 years old)

- *Working with Education Team, implement a children's ministry for families with young children
- *Reach out and welcome and involve families with newly baptized and new members, into the life and fold of children and family ministries.

Christian Education for Children

- *In collaboration with Education Team oversee Sunday School program for children through 6th grade.
- *In collaboration with Education Team, recruit and train Sunday School teachers
- *In collaboration with Education Team, Sunday School teachers, select, develop, enrich and implement Sunday School curriculum
- *Plan education outreach and educational events
- *Organize social and outreach and education activities for children in addition to Sunday School.
- *In collaboration with Sr. Pastor and Worship and Music Team coordinate and involve children in leadership and participation in worship.
- *In collaboration with other teams, ensure the participation of children in intergenerational church activities.

Christian Education and youth programing

- *In collaboration with Education Team, maintain and grow youth ministry program
- *Coordinate Confirmation class and thereupon involvement in Confirmation tasks continuing to build confirmation program
- *Recruit, train and support volunteer leaders for youth and confirmation programing
- *Plan and develop an extensive youth program including mission trips, outreach activities, social and cultural activities

*In collaboration with other teams, ensure the participation of youth in intergenerational church activities.

*In collaboration with Sr. Pastor and Worship and Music Team coordinate and involve youth including leadership and participation in worship.

Christian Education and High School/ College programing

*In collaboration with Education Team, develop, implement, lead and grow a High School Youth ministry program including service opportunities, retreats, mission trips, and the National Youth Gathering

*Recruit, train and support volunteer leaders for this ministry

*Keeping Connections with college and post high school young people

Christian Education and Adult faith formation

*Facilitate instruction for adult study groups

Communication

*Be intentional about building relationships with parents, children and youth.

*Create opportunities for lay leadership by recruiting, equipping, and supporting parents, mentors and other adults to participate in this ministry.

*Regular attendance in weekly staff meetings, Monthly Education Team meetings, and other meetings as needed.

*Provide clear and frequent communication with church staff, parents, youth and congregation through weekly worship bulletin, monthly newsletter, congregation website, emails, and other social media outlets.

*Coordinate publications by keeping and maintaining means for communicating programing opportunities.

*Schedule children and youth program year.

*Update and follow Safe Sanctuary Policy by conducting annual background checks, keep records secure and updated for all children and youth volunteers.