

Position Title: Christian Education Coordinator	FLSA Status: Part-Time Hourly on average of 10 hours per week
Reports To (Position): Pastor or to A Council Officer in the absence of a Pastor	
Company: Christ Evangelical Lutheran Church	
Church Philosophy: We are an ELCA congregation and fully support the philosophies of the greater church as can be found at ELCA.org. ELCA is one church body organized in three expressions — congregations, synods and the church wide organization. Each expression has its particular function but all three together share a common mission of doing God’s work in the world and proclaiming the good news of Jesus Christ. Together, they ensure a solid foundation of leadership, active involvement in communities, opportunities for dialogue and diverse perspectives, creative partnerships, and support for members and ministries of the ELCA.	

Purpose and role of job:	To support the church, its employees and the congregation by managing education ministries for children and families from birth through high school. The main objective is to foster and nurture Christian faith and discipleship.
Principal Accountabilities/ Responsibilities:	<p>To share the responsibilities of directing, overseeing and participating in Sunday School programs for children and families, from preschool through high school graduation. One of the two Coordinators shall be present each Sunday during the education year and VBS. In the event that neither is available, a designated substitute shall be identified and approved by the Pastor in advance.</p> <p>Implement and evaluate age/grade objectives and goals for learning in conjunction with the Pastor and Faith Formation Committee.</p> <p>Evaluate, select and implement curriculum consistent with Lutheran theology in conjunction with the Pastor and Faith Formation Committee.</p> <p>Recruit and train leaders and helpers and annually assess whether the gifts of volunteers match the task to be performed.</p> <p>Plan and coordinate Vacation Bible School in conjunction with the Pastor and Faith Formation Committee.</p> <p>Promote educational offerings and events to neighboring churches and community at large via print and social media, newsletter, flyers and bulletin boards and website.</p> <p>Develop a calendar of curriculum offerings and events for the academic year in conjunction with the Pastor and Faith Formation Committee.</p> <p>Develop other special emphasis programs as determined by the Pastor and Faith Formation Committee.</p> <p>Maintain a complete list of names, addresses and contact information for all children of the parish, leaders, volunteers and parents/guardians via Dropbox. Provide all data to the church office for entry into Shepherd’s Staff church</p>

	<p>management software.</p> <p>Participate in budget formation process of the congregation in October by identifying all anticipated costs for the coming year.</p> <p>Obtain all necessary resources for the program and provide documentation of any expenses to the Church Treasurer. All online ordering utilizing the church credit card shall occur through the Church Secretary.</p> <p>Responsible to maintain complete records for and fulfill all responsibilities of the congregation's Child Protection Policy. Hard copy files shall be stored in the church office secured file.</p> <p>Oversee the Creation Station and Worship Tool Boxes to ensure they are maintained and resourced.</p> <p>This position shall be provided keys to the facilities and may be provided access to a laptop or desktop computer. Compliance with the church policy regarding keys and computers is required.</p> <p>Coordinators are expected to be faithful in worship attendance both for relationship building and modeling a life of faith.</p> <p>Shall complete and submit a time sheet to the Treasurer on a bi weekly basis.</p>
Education and experience requirements:	Degree in education or related field preferred. Must have a clean driver's record and valid driver's license.
Work Environment:	Church environment.
Physical Requirements:	May be required to lift up to 30 pounds. Must be able to speak, hear, reach, and be mobile. Must be able to drive a motorized vehicle.
Disclaimer:	Must be current with all state and federal background checks and requirements for working with children including, but not limited to, criminal and mandated reporter training. DMV check will be run annually.

Evaluation	To be completed by the Human Resource Committee
Job Number:	
Grade Assignment:	
Market reference range:	
FLSA Status:	Hourly
Date Completed/ Revised:	