

St. John's Lutheran Church
Job Description

Christian Education Coordinator of Youth and Family Ministry

May 2017

Classification: Non-Exempt

Reports to: Senior Pastor

Job Description:

To serve the church by guiding young people in their faith journey. This will include developing, implementing and evaluating programs for children and youth in the community. He or she will envision, develop, coordinate, plan, administer and assess Children, Youth, and Family Ministry consistent with the strategic direction of the congregation and according to the Youth Ministry Handbook. This includes, but is not limited to Sunday School, Confirmation, Vacation Bible School, Preschool, Youth Ministry, Family and Adult Bible Studies.

Essential Functions

1. Work as a team member with all church and school staff in relationships characterized by loyalty and cooperation with a common cause of the ministry for Christ.
2. Model the gospel and show Christian concern and love for others.
3. Attend and participate in church services and activities regularly.
4. Exhibit healthy balance between work and family involvement.
5. Maintain solid knowledge of LCMS church teachings.
6. Supervise, support and oversee Sunday School and Vacation Bible School programs and their volunteers.
7. Plan, coordinate, and schedule a variety of activities, including cross-generational, at the church and away, to attract children, youth, and families to the church for faith maturation. This includes Upward Soccer, Servant Events, and other outreach events involving youth.
8. Oversee the curriculum used by the preschool, Sunday school, and confirmation programs, ensuring it is aligned with the LCMS doctrine, and that it builds and flows through the programs as the students progress.
9. Recruit, screen, train, and provide oversight and supervision to all youth and adult volunteers who work with children, youth, and families, in accordance with the Youth Ministry Handbook.
10. Provide support and guidance to the Preschool Director
11. Establish and maintain communications with students, parents, church staff, church family, and the community to generate interest and spread updates about assigned ministry areas.
12. Consult and communicate with the Senior Pastor as appropriate.
13. Cooperate with Senior Pastor by performing any other duties when asked to do so.

Competencies

- Christ Focused
- Effective Leader
- Displays a Caring, Positive Attitude
- Exhibits Ethical Conduct
- Enthusiastic
- Effective Communicator
- Professional
- Teamwork Orientated

Direct Supervisory Responsibility

Volunteers only

Work Environment

This job operates in a church office, sanctuary, classroom, outdoor, and kitchen environment. Some activities will be offsite and involve travel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to sit; balance; stoop, climb steps, and kneel. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee must be physically capable of driving. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Position Type/Expected Hours of Work

This is a part-time position, 25 hours per week. Schedule will vary and is flexible with approval of Senior Pastor. Frequent evening and weekend hours are required. Some extended hours may be necessary, but when going over 25 hours per week must be pre-approved by the Senior Pastor.

Required Education and Experience

Bachelors' Degree in Education, or comparable field (as approved by the Senior Pastor and hiring committee); member in good standing of a LCMS congregation

Preferred Education and Experience

Masters' Degree of Christian Education (LCMS); Active member of St. John's Lutheran Church

Additional Eligibility Qualifications

Must be able to successfully pass criminal background check and maintain a valid Driver's License.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Job description has been approved by:

Senior Pastor _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____