

Lord of Love Lutheran Church
Co-Director of Faith Formation (Emphasis on Christian Education)
Job Description

Position: Reports to Pastor of Lord of Love and the Nurture team.

Purpose: To direct and lead the Christian Education for all members of Lord of Love Lutheran Church.

Goals: Provide educational opportunities for all members, with an emphasis on children from newborn through sixth grade:

- To grow in faith in Jesus Christ
- To build Christian relationships
- To equip members to share the love of Jesus with others

Major Responsibilities:

The following are the major responsibilities of the Director of Christian Education (which are always subject to review and adjustment with the Pastor and Congregational Council):

- Coordinate the recruitment, support and training of teachers, helpers, and substitute teachers for Sunday school in conjunction with the Nurture Committee.
- Provide leadership to the Nurture Committee in planning, selecting and ordering curriculum for Sunday school and review all facets of the Sunday school program in cooperation with the Nurture Committee and Pastor.
- Responsible for the ordering of Sunday school materials and Sunday school office supplies.
- Coordinate all special presentations, programs and activities of the Sunday school, e.g., Kick-Off Sunday and Christmas Program.
- Assist Nurture Committee with the development of the annual Christian Education budget.
- Manage the disbursement of budgeted funds for curriculum and supplies within the guidelines of the approved budget.
- Give primary direction and leadership to Vacation Bible School. This includes planning, selecting and ordering curriculum and reviewing Vacation Bible School.
- Organize and maintain a working list of child members from preschool through 6th grade, and have parents enroll the children in Sunday school each school year.
- Be available to assist with the Children's Sermons as needed.
- Take an active role in planning our intergenerational Wednesday night times in conjunction with the Pastor and other Faith Formation staff. This will include rotating turns with the Pastor and other Co-Director of Faith Formation in leading these lessons.
- Assist in the development of opportunities for small group Bible study for all members.
- Coordinate special milestone classes and purchase gifts and certificates for children's baptismal boxes along with other important milestones (like baptismal board books, 3rd grade Bibles, Confirmation 101 Class) in conjunction with the Pastor.

General Responsibilities:

- Attend Nurture Committee meetings and other meetings as required by the Pastor.
- Meet with Pastor on a regular basis at a time mutually agreed upon.
- Coordinate the educational programs with other ministries of the congregation in conjunction with the Pastor.

- Publicize the educational programs through the Worship Bulletin, Newsletter, bulletin boards, and social media.
- Maintain administrative records as directed by the Nurture Committee and the Pastor:
 - Credit card receipts should be submitted to the Office Administrator at the end of each billing cycle and be properly coded so they can be charged to the right budget line.
 - Maintain files on activity and curriculum expenses as well as program activities for use in future planning (to include attendance, cost and adult volunteers).
- Refer prospective families for membership and unusual circumstances where follow-up is desirable to the Pastor.
- Support and encourage youth participation in citywide, synodical and churchwide events and age-specific events hosted by NLOM/Camp Carol Joy Holling as available.
- Communicate regularly with the Office Administrator about dates and times for educational programs for the Church Calendar. Email all newsletter items and bulletin announcements by monthly and weekly deadlines.

Working Conditions:

The position of Director of Christian Education requires flexibility in hours available for work, which will include evenings and weekends. Although this is a part-time position, the following will be necessary to make this position a success:

- This person will keep the church office informed as to how/where the Director may be reached.
- This person will be on site 30 minutes before and 30 minutes after Sunday school.
- This person will notify the Pastor prior to all absences and provide a suitable substitute in the case of anticipated absence, especially during the Sunday school year (September thru May).
- This person will check in with the church office regularly for messages, mail, etc.
- This person will average 10 hours per week, or 40 hours per month to perform the responsibilities of the job.

The Church will provide:

- An office, desk, phone, an email address, computer, printer, copier, and limited secretarial support.
- Compensation plan, reimbursement for Continuing Education and church related mileage.
- The prayers, love, concern, and personal supporter the sake of the ministry entrusted to you by God and for our ministry together in Christ's name.

Qualifications:

- Commitment to Jesus Christ with clear understanding of the Lutheran perspective of the Christian faith.
- A degree in the field of education is desirable.
- Outgoing personality and ability to work with all age groups.
- High organizational skills
- Understanding of and commitment to Christian education.
- Agrees to background check, First Aid training and CPR training.
- Attend Lord of Love worship services on a regular basis with the exception of planned time off approved by the Pastor.