The Christian Education Coordinator will vision, plan, publicize and implement opportunities for spiritual growth and faith formation for children, pre-school through 12th grade

Responsibilities
The Christian Education Coordinator will work cooperatively with the Learning and Growth Ministry Team of First Lutheran Church in providing for the following:

Cross Walk Wednesdays (programming, including a meal, for families with children, pre-school through 5th grade).
- Select a program of Christian Education for families on Wednesday evenings, 5:30 – 7:30 PM. Programming may include the whole family or separate programming for children and parents.
- Review, select and order Cross Walk curriculum and other materials.
- Recruit and train volunteers (teachers, helpers, meal coordinators, shoppers, cooks, servers, cleanup helpers, assistants, etc.)
- Meet with the Cross Walk teachers and helpers regularly as the staff resource person.
- Plan Cross Walk music and events.

Sunday School
- Vision, plan and implement the Sunday School Program.
- Review, select, and order the Sunday School curriculum, materials, and supplies.
- Recruit and train volunteers (teachers, helpers, Sunday School assistants, etc.).
- Provide for an orientation/training of the Sunday School volunteers.
- Meet with the Sunday School teachers and helpers monthly and serve as the staff resource person to them.
- Plan and implement the Rally Day Kickoff event in September.
- Plan and implement a ‘thank you’ event for Sunday School volunteers in May.
- Coordinate music education and plan and oversee the Children’s Christmas Program and other events, including having the children sing periodically in worship.
- Record student attendance and respond to excessive absences by contacting parents.
- Co-teach First Communion Class with the Pastor.

Ministry to Middle Schoolers (for youth, grades 6-8)
- Recruit and train volunteers to develop a ministry to middle school youth that includes team building, service projects, and opportunities for spiritual growth and development.
- Programming shall include a Sunday morning forum for 6th – 8th graders.
- Coordinate and oversee “Youth Encounter” annually, including coordinating fundraising.
- Coordinate fall 9th Grade Pre-Confirmation Retreat.

Ministry to Senior High (for youth, grades 9-12)
- Recruit and oversee volunteers for High School Youth Ministry.
- Ensure and oversee participation in the ELCA Youth Gathering held every three years.

Nursery
- Oversee and ensure the staffing of the Nursery for Wednesday night programming and Sunday morning Worship and Sunday School.
Vacation Bible School (for children, pre-school through 5th grade)
- Vision, plan, and implement the VBS program each June.
- Review, select and order VBS curriculum, other materials and supplies.
- Recruit and train volunteers (leadership team, teachers, helpers, guides, junior guides, set up and cleanup crews, assistants, etc.)
- Supervise the day-to-day operation of VBS.

Children’s Christmas Program (for children, pre-school through 5th grade)
- Collaborate with the Learning and Growth Ministry team to plan, rehearse and carry-out the Children’s Annual Christmas Program on the 3rd Sunday in December.

Other Responsibilities
- Be on the premises during all educational programming and events (or provide for a substitute to cover the events if unable to be in attendance).
- Set up regular office hours at church each week.
- Meet with the Learning and Growth Ministry Team each month at its regular meeting time.
- Attend weekly staff meetings.
- Prepare a monthly Christian Education report to the Church Council, which includes a monthly expense report and budget analysis.
- Update pertinent website pages, including the calendar.
- Contribute articles to the monthly First Word newsletter.
- Provide publicity for Christian Education programming and events in the First Word, other media and outside signage.
- Take an annual inventory of all educational materials and periodically clean, organize and re-stock the downstairs resource room where the supplies are stored.
- Publicize and promote Bible camp experiences for youth up through 12th grade.
- Exercise oversight of all curriculum used for the faith formation of students, pre-school through 12th grade.

Expectations
- Work cooperatively and collaboratively with other staff members, volunteers, and the pastor to carry out the mission and ministry of First Lutheran Church emphasizing Lutheran theology.
- Become familiar with and adhere to the items covered in First Lutheran’s Personnel Policy. Respect the principles and commit to following the procedures outlined in First Lutheran’s Reconciliation Ministry Process at all times, especially when matters of conflict arise within the staff or the congregation.
- Submit to a background check prior to employment.
- Appropriate attire is required.

Accountability
- The Christian Education Coordinator reports to and is accountable to the Senior Pastor.

Compensation
- This is a salaried position, with an average of 40 hours/week.
- The salary will be paid on a bi-monthly basis, normally on the 5th and 20th of each month.
- The employee may receive pension and health care benefits through the ELCA Portico Benefits Plan.

Approved August 2014 by the Church Council, First Lutheran Church, DeKalb