Christian Education Coordinator – POSITION DESCRIPTION

Our Vision: To become more faithful to the calling of Christ.

Our Mission: Serving God, His people and our community.

The goal of the Christian Education is that the next generation experiences God’s grace through Jesus Christ and is led on a journey which continually strengthens and deepens their relationship with God. In order to accomplish this most faithfully and effectively, guiding principles include:

1. **Partnership of Home and Congregation:** Since a child’s faith life is most powerfully influenced by the child’s closest relationships, our congregation works in partnership with the home to create faith-nurturing experiences.
2. **Cradle to Grave:** Since faith formation is a life-long process, our congregation engages people of our church and community in ministry, which strengthens and deepens their faith from cradle to grave.

**Christian Education Job Descriptions:**

**Education Ministry:** To develop a partnership with home, to create faith nurturing experiences as follows:

- Develop a Sunday School Program that partners with parents in their Child/Children’s faith formation.
- Coordinate selection of Sunday School curriculum/programming.
- Help develop Middle/High School youth experiences and programs.
- Coordinate Adult Education with Pastor.
- Assist in the coordination of Vacation Bible School between the participating churches.
- To be an active presence on Sunday mornings (i.e. Sunday School, Church, and Social Hour).
- Weekly Office Hours will be posted.

**Board/Staff Relationship:** Resource for the Education/Youth Ministry Teams, attend Parish Planning Meetings and Church Staff Meetings. The Christian Educator is accountable to the Parish Planning Council, Education Ministry Team and Pastor. The Christian Education will be an active member of the Education Ministry Team. The employee will have a six month initial evaluation followed by the personnel committee.

**Continuing Education:** Improve and learn new skills through ongoing training opportunities with the approval of the Education and Youth Board and Pastor.

**Training of Laity:** Help train volunteers in facilitating the programs of the church. Help others identify and use their gifts in worship and service to others. This will be coordinated through the Pastor and the Education Ministry Team.

**Daily, Weekly, and Monthly Planning:** Responsibilities include keeping the congregation informed about activities through the use of the bulletin, congregational newsletter, calendar, web site announcements and long-range planned events. Financial decisions will be coordinated through the ministry team’s budgets.

On the reverse side is a job description diagram along with a list of position qualifications.
Minimum Qualifications:

- Demonstrates a personal relationship to Jesus Christ through prayer, worship and Bible study.
- Ability to share the Christian faith with others.
- Is mature in faith and exhibits and understanding of service within the church.
- Has a broad working knowledge of church education and ministry for, to, and with children, youth, and adults.
- Post high school education (Associate Degree or beyond preferred) with preference on education or other behavior sciences.
- Willingness to receive coaching, outside training, and on the job training.
- Relates well with Youth, Parents, Adults and Congregational leaders.
- Demonstrates organizational skills with volunteers and activities.
- Basic computer skills.
- Valid driver’s license.
- Applicant will agree to a Minnesota background check.
- Applicant will provide three references at the scheduled interview.

If changes are made to this document, please inform Education Ministry Team must be notified.

Last updated: November 19, 2008