

## **JOB DESCRIPTION**

**Position:** Children's Christian Education Director

**Quarter-time position**

**Purpose** - Responsible to the Senior Pastor for the total children's educational church program in planning, conducting and evaluating a comprehensive Christian education ministry to achieve the mission of the church.

**Supervision:** The Children's Christian Education Director serves under the supervision of the Senior Pastor. They will report monthly to the Senior Pastor.

**Responsibilities** -Subject to review and adjustment in conjunction with the Senior Pastor and the Church Council, the following constitute the major responsibilities of the Children's Christian Education Director:

1. To correlate all programs, plans and activities with the staff and church council.
2. To serve as resource and liaison person for committees related to the educational program as a member of the Youth Faith Formation Board.
3. To plan and organize all Christian Education Programs for preschool through high school.
4. To manage classroom space including age appropriate décor and furniture to enhance the learning experience.
5. To design summer Sunday School programs and activities.
6. To coordinate Faith Lutheran's confirmation program by creating the annual schedule, tracking worship notes and service hours, and identifying small group leaders and activities.
7. To maintain the church calendar of activities related to Children's Christian Education.
8. To train and work closely with the Youth Faith Formation Board and Sunday School Team in selecting and enlisting qualified leaders and teachers for the educational program.
9. To plan special emphases in educational programs (i.e. attendance campaigns, leadership recognition, teacher preparation, curriculum input for Vacation Bible School, etc.).
10. To develop specialized educational/training projects such as camps, retreats, and seminars.
11. To lead in regular education program organization planning meetings.
12. To lead in choosing and securing the most suitable educational and curriculum materials available, which will meet the needs of a wide range of ability levels and varied learning styles.
13. To train and coordinate the acolyte program.

**Working Conditions:** This position will initially be quarter- time and will potentially grow as the programs grow in the future. The position of Children’s Christian Education Director is intended to be *very* flexible in terms of time management of responsibilities and time away from Faith Lutheran. If the basic responsibilities are fulfilled, how and when the education planning is done is at the discretion of the Children’s Christian Education Director. There is no expectation of specific hours worked per week. There will be busy periods during certain months and less busy during others.

The church will provide an office and secretarial support. Because of the part-time nature of this position, it is possible in future years that the office space would be shared with another member of the Faith Lutheran staff.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. **EDUCATION and/or EXPERIENCE:** A Bachelor’s Degree in Education is desired. Previous experience in developing education programs for a church is also desired.
- B. **LANGUAGE SKILLS:** Ability to read, analyze, and interpret complex documents. Ability to write articles using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to the officers, council, staff and congregation as well as public groups.
- C. **REASONING ABILITY:** Possesses a mind that is open to new ideas – is willing to give them fair trial, adjusts to new situations, seeks new ideas, opportunities for change, is flexible and adaptable. Uses sound judgment. Accurately assesses probable consequences of actions for self and groups, can make solid decisions based on assessment of facts.
- D. **OTHER QUALIFICATIONS, SKILLS AND ABILITIES:**
  - 1. Have a basic knowledge of computers and be able to utilize the internet and send/receive email using Microsoft Outlook.
  - 2. Must be able to communicate and establish effective working relationships with many different people.
  - 3. Possess solid time management skills and organizational abilities. The ability to coordinate several activities at once and to quickly analyze and resolve specific problems is vital.
  - 4. Must satisfactorily complete an Advanced First Advantage background check.
  - 5. Since this position qualifies as a Mandated Reporter for child abuse, within the first month of employment. must complete IDCFS training, with additional training at least every three years. Refer to Faith Lutheran’s Child Protection Policy for more information.