

## Part- Time Christian Education/ Faith Formation Coordinator

### Job Description

#### **Description**

St. John's Lutheran Church is a rural congregation in Adam County Pennsylvania with an active and healthy children's ministry, with lots of opportunities for growth in adult education and youth and family ministry. We are seeking a part-time, hourly position responsible for planning, coordination, and leadership of Christian education and faith formation programs for youth in our Sunday School and adult education. This position would also be responsible for planning youth and family events throughout the year, with most activity taking place during the school year (September through May).

#### **Essential Functions:**

- Coordinate the Sunday School for pre-school through adult programs and be the on-site resource person on Sundays. St. John's operates a rotation Sunday School program for students K-5 and our Christian Education Coordinator is responsible for overseeing this program on Sunday morning.
- Recruit, train, schedule, coordinate and support volunteers. Build relationship with high school students, parents, and support volunteers to help run and shepherd the students.
- Help to strength faith formation through planning and scheduling youth and family ministry activities.
- Serve as resource person for educational program development in the Lutheran tradition.
- Work with the Christian Education Committee and pastor to plan and lead special Sunday School programs such as Youth Sunday, Christmas Program, Music Sunday, Rally Day, Easter Egg Hunt, Vacation Bible School and more.
- Work with Youth Ministry committee and with the pastor to create activities for family and children outside of Sunday morning practices.
- Work with the pastor to ensure that curriculum is preparing student for confirmation.
- Communicate with parents and caregivers to invite participation in Christian Education and keep the congregation informed including email, direct mail, telephone calls, announcements in the bulletin, and articles in the monthly newsletter.
- Keep accurate records of attendance, expenses and supplies.
- Submit quarterly report to Pastor and Council; receives annual evaluation from Mutual Ministry Committee.
- Order, distribute, evaluate and encourage effective use of curriculum materials, equipment and general supplies.
- Collaborate with the Christian Education Committee to submit a budget to the Council in the Fall.
- Submit an Annual Report to the church secretary at the end of each year to be included in our Annual Reports.
- Work with Christian Education Committee to evaluate programs and develop new ways of carrying out our tasks.
- Insure that the Sunday School and nursery are following the congregation's Child Abuse Policy and the State guideline for Volunteers especially in reference to the mandatory reporting laws.

### **Experience and Education**

- Experience with coordination and scheduling of a volunteer-based organization.
- Enjoys working with children and youth and someone who enjoys sharing the gospel.
- High School diploma required, college degree preferred.

### **Skills and Qualifications**

- Has a foundational understanding and acceptance of Lutheran theology and teachings.
- Has strong communication, organizational, and time management skills.
- Is comfortable expressing his/her own Christian faith and innovative in building relationships
- Possess required clearances for working with children (if not on hand, hiring will be contingent until clearances obtained).

### **Time requirements, Pay and Benefits:**

8-10 hours per week to include Sunday School and worship on Sundays. This is required during the academic calendar (September through May). Hourly position paying \$17/ hour. 90 day probationary period. Reimbursement for official mileage. Minimal summer hours. Commensurate with experience. The position will start in July, 2017. Interviews to fill the position will start in May 2017.

Interested candidates should send a resume and cover letter to Rev. Shawn M. Berkebile at [atownpastor@comcast.net](mailto:atownpastor@comcast.net) or by mail to St. John's Lutheran Church (100 E Water Street, Abbottstown PA 17301).

Supervised by: Pastor & Christian Ed Committee Chair