

AMERICAN LUTHERAN CHURCH OF WINDOM

Christian Education Coordinator Job Description

Job Summary: Work with Christian Education Board, pastors and the ALC staff to provide Christian Education opportunities for the congregation.

Part-time position up to 10 hours per week. This position reports to the Lead Pastor. If the Christian Education Coordinator and the Youth and Family Coordinator are one person he/she will not work over 32 hours per week.

Job Responsibilities:

- Coordinate programming for Bible and Me (BAM), Vocational Bible School (VBS) and adult education.
- Recommend age appropriate curriculum to the Christian Education Board (CE Board).
- Provide training, teaching tools and materials for teachers.
- Develop a BAM calendar and carry out special BAM activities. Work with BAM Superintendent each week.
- Meet and collaborate at least monthly with the Lead Pastor, or the pastor working most closely with Christian Education, and the Youth and Family Coordinator.
- Work with CE Board to cast a vision and carry out family based faith formation.
- Develop First Communion classes alongside pastors.
- Maintain database of children and families with Administrative Assistant.
- Promote outdoor camping ministries at Shetek Lutheran Ministries or other faith formation activities that are in alignment with the mission and ministry of the congregation.
- Communicate, promote events and encourage participation through social media, digital technology, the monthly newsletter, bulletins, etc.
- Attend weekly staff meeting.
- Other duties as assigned.