

Bethlehem Lutheran Church

Job Description

Position Title: Director of Christian Education (December 10, 2007)

Type of Position: Permanent/Part time staff ministry, 20 hours per week.

Reports to: Senior Pastor

Position Description: The person filling this position will serve the church by developing a comprehensive Christian education program designed to meet the needs of this congregation. The will coordinate and oversee staff members and volunteers involved with this ministry.

Duties:

1. Work with the Senior Pastor to coordinate and unify the educational objectives of the church into an integrated and effective ministry of Christian education, to include preparing an annual plan of education with specific goals and objectives.
2. Prepare monthly reports for the senior pastor and Church Council on the progress of goals and objectives.
3. Assist in coordination and oversight of camp ministries, summer bible camp, summer day camp, VBS, and other educational activities.
4. Develop and train lay volunteer teachers.
5. Coordinate and supervise Children's Sunday School.
6. Develop and oversee a young adult bible study.
7. Attend staff meetings, committee meetings or Church council as necessary to carry out the programs of this ministry.
8. Work closely with the Youth Director, and provide assistance when appropriate.
9. Follow and insure that all BLC policies and procedures are followed.
10. Perform such additional duties as directed by the Senior Pastor

Position Title: Director of Christian Education (December 10, 2007)

Qualifications:

Typical qualifications for this position will be:

Required:

1. A Bachelors degree in education and/or experience in Youth, Educational, and intergenerational ministry.
2. Computer literacy in Microsoft Word, Excel, Internet Explorer, and Outlook.
3. The ability to work well with others.
4. The ability to read, understand, discern, and interpret reports and data and to write concise overviews and reports.
5. A personal auto and current driver's license.
6. Submit to and pass a back ground investigation.

Desired:

1. Augsburg Youth and Family certification program qualifications
2. CPR and First Aid training
3. Stephen Ministries listening skills module
4. Chauffer's Driver's License and Insurance.
5. Active member of the congregation

Suggested Compensation:

1. Annual Salary of \$15,600
2. Annual expense account of \$1200
3. Annual continuing education fund of \$500

Bethlehem Lutheran Church

Job Description

Position Title: Youth Director

Type of Position: Permanent/Part time staff ministry, 20 hours per week.

Reports to: Senior Pastor

Position Description: The person filling this position will serve the church by developing a comprehensive Youth and Household Ministry(YHM) program designed to meet the needs of this congregation.

Duties:

1. Enhance Sr. High and Middle School Youth ministry, with emphasis for Faith Milestones from birth through the first third of life. Prepare an annual plan with specific goals and objectives.
2. Prepare monthly reports for the senior pastor and Church Council on the progress of goals and objectives.
3. Maintain YHM database for the purpose of growth and needs evaluation, and work with BLC to identify areas in the National Church Development (NCD) for youth and household ministry.
4. Develop and train a YHM leadership team
5. Equip leaders, parents, and the congregation in areas related to YHM
6. Attend staff meetings, committee meetings or Church council as necessary to carry out the programs of this ministry.
7. Work closely with the Education Director, and provide assistance when appropriate.
8. Follow and insure that all BLC policies and procedures are followed.
9. Perform such additional duties as directed by the Senior Pastor

Qualifications:

Typical qualifications for this position will be:

Required:

1. A Bachelors degree and/or 5 years experience in Youth and Household Ministry.
2. Member of the ELCA Youth Ministry Network
3. Computer literacy in Microsoft Word, Excel, Internet Explorer, and Outlook.
4. The ability to work well with others.
5. The ability to read, understand, discern, and interpret reports and data and to write concise overviews and reports.
6. A personal auto and current driver's license.
7. Submit to and pass a back ground investigation.

Desired:

1. CPR and First Aid training
2. Chauffer's Driver's License and Insurance.
3. Active member of the congregation

Suggested Compensation:

1. Annual Salary of \$15,600
2. Annual expense account of \$1200
3. Annual continuing education fund of \$500