

Title	DIRECTOR, YOUNG CHRISTIAN EDUCATION
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Description:

This is a part-time non-exempt staff employee salaried position within an Evangelical Lutheran Church of America (ELCA) denominational church. The Director, Young Christian Education oversees and directs all aspects of Young Christian Education for children and youth ministries (ages 3 – 18) and manages the development and growth of the Young Christian Education Program at St. Paul.

Position requirements:

- Own a deep Christian faith and be familiar with Lutheran theology and tradition.
- Affirming of children and youth, from a diverse set of backgrounds, home situations, sexual orientations, etc.
- Proven creativity skills and ability to coordinate new programs and activities.
- Committed to leading the motivation, recruitment, and nurture of volunteers.
- Demonstrated ability to work with light supervision within a team setting and be capable of managing concurrent tasks.
- Able to relate to and build rapport with children and youth, and their families.
- Relevant college degree, teaching experience, or demonstrated job comparability.

Job Priorities/Duties:

1. Develop and implement a Young Christian Education strategic plan in conjunction with the Pastor and Education Committee in line to support the vision of the church. Encompass prior historic programs, such as First Communion and Confirmation, if deemed viable within the plan.
2. Prepare annual budget and monitor expenses for the Young Christian Education Program and sponsored activities.
3. Communicate and advertise Young Christian Education activities with the congregation and community through written, verbal, and social medias.
4. Serve as a member of the Education Committee.
5. Identify volunteers to assist in the completion of Christian Education duties including but not limited to teaching.
6. Provide teacher training/orientation.
7. Coordinate all Young Christian Education activities.
8. Lead education activities when volunteers are not present.
9. Liaison with the St. Paul Early Education Center. (Pre-School)
10. All other duties as assigned.

Other:

- Pay & Hours: \$20,000/yr for 15-20 hrs/week.
- Onsite Work Schedule: Wednesday to accommodate staff meeting and Sunday to accommodate education activities. All other times dependent on scheduled activities.

- Private office provided onsite with ability to work remotely.
- Benefits include flexible schedule, paid time off, continuing education.
- Background check required.
- Workplace is monitored with active security cameras.
- Report to and work directly with the Senior Pastor. (*The Congregation Council has the overall responsibility for the employment and supervision of the salaried staff as elected representatives of the congregation. However daily supervision of the salaried staff rests with the Senior Pastor. (Bylaw section: C12.08.01.)*)
- St. Paul Evangelical Lutheran Church is an equal opportunity employer.

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Rev: 7/2022