**Position:**

**Education Ministry Coordinator**

**Introductory Statement:**

The Education Ministry Coordinator is responsible for facilitating the coordination, development, and administration of the education programs for all ages with special emphasis on the children and youth of English Lutheran Church of Bateman.

The position of Education Ministry Coordinator is a ministry to and with the people of God known as English Lutheran Church of Bateman. It is a ministry that goes beyond the members to all those who can learn and come to know Christ through this ministry.

**Qualifications**

* Commitment to the Christian faith and an ability to share (and teach) the Lutheran/Christian faith with children and families
* Bachelor’s degree in Children**’s/**Family Ministry, Education, or related field desired or comparable life experience
* Experience working with children and families
* Good communication skills with adults and children – written, verbal, and electronic
* Experience with volunteer management preferred
* Ability to plan, organize, and work independently
* Excellent team-based leadership abilities
* Theological education, desirable

**Responsibilities:**

*General:*

* Coordinate the recruitment, training, and scheduling of all volunteers as teachers, mentors, and youth leaders
* Build partnerships with parents to enhance the opportunities for parents to teach the faith to their children
* Select/develop curriculum for learning of all ages in collaboration with the **p**arish education teams
* At least quarterly and more often if needed schedule and lead Parish Education Ministry team meetings
* Be present for education times (Wednesday Night Live) and worship at least twice a month
* 10 hours a week is required at a minimum – these hours are flexible beyond the actual learning times.
* Work closely with Pastor to plan and maintain calendar and general programming
* *Specific*
* Supervise all volunteers – insure regular background checks
* Purchase equipment, curriculum, supplies necessary for all types of learning
* Create proposals and policies that enhance and promote continued growth for the Christian education programs of ELCB
* Identify individual gifts in children, youth, and adult volunteers, and encourage them to serve out their call and giftedness with ELCB ministries and the world.
* Coordinate and provide communication with families and congregation(Messenger, bulletin updates, bulletin board, and fellowship table cards).
* Develop a personal plan for continued growth.
* Submit budget recommendations as the annual budget is prepared
* Maintain records on budget funds used
* Authorize fund raising activities to supplement budgeted funds and assure accurate accounting
* Authorize and approve reimbursements for budget expense and from youth and children ministry funds
* Maintain financial records

**Accountability:**

The Education Ministry Coordinator is directly accountable to the Pastor and supported by the Pastor/Staff Ministry Team. At least **annually** the Pastor and Education Ministry Coordinator will meet to evaluate the needs of the congregation and the Education Ministry Coordinator’s desires and role, set personal and professional goals to meet those needs, and evaluate progress on prior goals and overall performance.

Upon hiring there will be a 60 day probationary period.

Revised7/7/2016 by Parish Education Committee