

Christian Education and Family Director Job Description

POSITION SUMMARY

The Christian Education and Family Director ('CED') is a full-time staff position (40hrs/wk). The CED will promote the formation and continuing development of faith education in all ages from cradle to seniors by empowering them and their families to engage in ministries of worship, education, service, and fellowship. The CED will promote the integration of our youth into the full life of Church of The Savior.

The CED will develop programming, fellowship, and service and worship opportunities; coordinate with the nursery school and other ministries; encourage volunteers and parents to provide fellowship and faith-building activities. The CED will also oversee the Nursery School.

PRIMARY RESPONSIBILITIES

- Plan and facilitate programs aimed at engaging youth, their families and elders in the life and ministry of the congregation, including, but not limited, to service projects, Sunday school, adult education, discussion groups and fellowship.
- Provide work and service projects inside and outside the congregation, including bible study and other topical studies in the areas of faith and life issues, social justice and social responsibility for our congregation at multiple developmental, age-appropriate levels.
- Initiate, develop and maintain a personal relationship with the intergenerations in congregational life.
- Work with the church council to recruit, develop and encourage volunteers and parents to provide fellowship and faith-building activities.
- Provide leadership in the integration of the youth into worship and other ministry areas at Church of the Savior, with other local churches, and at ELCA events.
- Regularly participate in weekly worship and fellowship at Church of the Savior and encourage families to do the same.
- Develop and manage the annual budget for Education including the Nursery School.
- Work closely with the Nursery School principal ensuring NJ state guidelines for Nursery School are followed.
- Assess effectiveness of youth and family programs and provide recommendations for improvement to the Pastor.
- Coordinate and attend annual events to foster and build intergenerational fellowship and outreach, including, but not limited to, summer day camp, Vacation Bible School, and God's Work Our Hands Sunday.
- Seek out opportunities to become an active member in the community

ESSENTIAL QUALIFICATIONS

- Good communication and interpersonal skills across an intergenerational community.
- Organization and time management skills.
- A Master's degree in any field related to children or business or a Bachelor degree with one year of managerial or supervisory experience.
- Ability to adapt to flexible work hours.
- Understanding of Lutheran Theology and its applicability in today's world.

OTHER EXPECTATIONS

- Proficient in technology.
- Self-motivated.
- Ability to manage and incorporate change.
- Teamwork: Work cooperatively with pastors, staff, and congregational leaders to fulfill Christ's mission.
- Care of Self: Appropriate time should be allocated to maintain a healthy mind, body, and spirit.

POSITION REQUIREMENTS

- Schedule will be Sunday - Thursday.
- Pass a background check.
- Participation in continued education opportunities related to position.
- Work schedule includes weekend and some evening hours.
- Salary will be commensurate with experience.