

# CALVARY LUTHERAN CHURCH

730 South New Street  
West Chester, PA 19382

610-696-2475

<http://www.clwc.org>

## How to Apply:

Qualified candidates may submit their resume, cover letter, etc. by e-mail to the Family & Youth Ministry Search Team at [searchteam@clwc.org](mailto:searchteam@clwc.org) . Please do not contact the church office to apply.

## POSITION DESCRIPTION

**TITLE:** Director of Christian Education for Children and Youth

**REPORTS TO:** Director of Family and Youth Ministry

**DIRECT REPORTS:** Sunday School Coordinators (volunteer positions)

**LIAISON COMMITTEE:** Christian Education Ministry Team

**BUDGETED HOURS:** Part-time, exempt (approximately 80 hours/month with seasonal variations per week)

## POSITION SUMMARY:

The Director of Christian Education for Children and Youth will be responsible for the development, implementation, promotion and evaluation of a comprehensive strategy of Christian education and spiritual growth for children, from birth through 12<sup>th</sup> grade. In addition, the Director will maintain an active presence to build relationships with children, youth and their families, to encourage participation in worship and the life of the congregation, and to cultivate a Family of God who is inspired to grow, play, discover and serve together.

## SPECIFIC RESPONSIBILITIES OF THIS POSITION:

1. Work in concert with the Director of Family and Youth Ministry, other staff and volunteers to provide learning opportunities for children and youth to grow in their faith.
2. Work with the Sunday School Coordinator(s) and the Christian Education Ministry Team to select curriculum, recruit and support volunteer staff, and implement Christian education ministry for ages 3 through grade 12.
3. Oversee and coordinate the Baptismal Journey program, collaborating with appropriate staff for each program stage.
4. Oversee and direct the Vacation Bible School ministry, including programs for both pre-K through elementary and middle-school audiences.
5. In conjunction with the Christian Education ministry team and the Director of Family and Youth Ministry, develop and manage all budgets for related ministries.

6. Attend weekly staff meeting and other meetings pertinent to Christian Education for Children and Youth.
7. Recruit leaders to serve on the Christian Education Ministry Team, the Vacation Bible School Planning Team, Sunday School Teaching Staff, and other teams as needed. Advance the calling and equipping of volunteer staff.
8. Responsible for providing accurate information regarding Christian Education Ministry opportunities to the website, monthly newsletter and weekly announcements and to develop other communication tools as deemed necessary.
9. Evaluate program effectiveness, make recommendations as appropriate, and develop new programs and new initiatives for future growth.
10. Develop Children's Ministry opportunities to augment the Sunday School experience.
11. (Future) Serve as Calvary's staff liaison to the Preschool, attending monthly board meetings and maintaining regular contact with Preschool Director.

#### QUALIFICATIONS:

1. A strong Christian faith and desire to share that faith with others.
2. An ability to communicate well with people of all ages.
3. Familiarity with and enthusiasm for Lutheran theology.
4. Availability to provide ministry of presence and support on Sunday mornings during the education hour.
5. Christian Education degree and/or related experience recommended.
6. Leadership and communication skills for recruiting, training and supporting volunteers in Christian Education.
7. A commitment to team ministry.