

Trinity Lutheran Church, Springfield

Director of Christian Education

Our Lord has given His church shepherds (i.e.—pastors) to guide and lead His people. He has specifically given pastors the task of preaching His Word in its truth and purity and rightly administering the Sacraments. The church has established auxiliary offices (i.e.—deaconess, DCE, DFLM, etc.) in order to help and support the office of the public ministry. It is expected that the Director of Christian Education (DCE) will work under the theological direction and guidance of the pastor(s), always mindful that families are primarily directed to the ministry of Word and Sacrament.

The Director of Christian Education is expected to uphold the teachings of the Scriptures and the Lutheran Confessions, as he/she promises to do in his/her commissioning vows. With all of this they will uphold and adhere to the confessions and beliefs of the Synod as set forth in the Synod Constitution.

General Job Description

1. Oversee the work of the Board of Parish Education in carrying out its duties as enumerated in Trinity's Bylaws, which are as follows:
 - a. Organize and structure the Christian education program to effectively meet the needs of the parish in providing for spiritual nourishment for all ages.
 - b. Appoint a Sunday School Superintendent, Midweek Superintendent, and others as required to head specific programs. Train and direct these program heads in their duties. These program heads are advisors to the Board and should attend Board meetings.
 - c. In each major program develop objectives that will establish training in Christian knowledge, develop Christian attitudes, and teach basic Christian living skills, such as use of the Bible, the Sacraments, prayer, stewardship, and family living.
 - d. Select curricula that are faithful to Scripture and the Lutheran Confessions in content and purpose, and that aid in achieving objectives.
 - e. Oversee teacher recruitment, training, and development.
 - f. Develop budget requirements and supervise spending of the Board.
2. Oversee the work of the Age-Based Ministries Committee in carrying out its duties as enumerated in Trinity's Bylaws, which are as follows:
 - a. Oversee programs for ministry to all ages of the members of the congregation, and to encourage and guide our members from cradle to coffin to:
 - i. Grow spiritually through the study of and fellowship in God's Word, and faithful use of the Sacrament of Holy Communion
 - ii. Participate in fellowship events at the congregational level (and Circuit, District, and Synodical levels where appropriate).
 - iii. Reach out with the Gospel to the congregation's inactive members as well as unchurched family, friends, coworkers, neighbors, fellow students, and peers in school and community.
 - iv. Share time, talents, and financial resources in service to others.
 - b. Recruit and appoint leaders to carry out the specific programs, activities, and events the Committee utilizes to carry out its work and meet its purpose.
 - c. Maintain and support ministry to all ages of children, youth, and adults including: early childhood departments, youth ministry groups, senior high school ministry college-age ministry, ministry to post-college age persons, older-age adults, and other age-based groups as it determines.

3. Work with other staff members, Boards, or Committees as appropriate to develop events or programs directly related to supporting, encouraging, equipping, and celebrating families in their various forms.
4. Work with the Family Life Ministry Committee to coordinate educational ministries and assist with Family Life Ministries as feasible and appropriate especially to:
 - a. Encourage all households of the congregation to be active in worship, Bible study and spiritual nourishment, fellowship, service, and outreach events and activities
 - b. Support God's biblical design for the institution of marriage, family, and home-centered ministry
5. Continually research the field of Christian Education, locate resources, and engage in continuing education in order to further the development of Trinity's Christian Education.

Specific Duties

1. Habitually and faithfully attend Divine Services and be an active participant in Sunday morning Bible class hour every week.
2. Attend Wednesday evening family nights at Trinity, and any seasonal worship services that may be held on those evenings.
3. Attend the following meetings of the Congregation:
 - a. Church Council (monthly)
 - b. Age-Based Ministries Committee (quarterly)
 - c. Board of Parish Education (monthly)
 - d. Congregational Assembly (semi-annual regular meetings and special meetings)
4. Provide a report to all meetings of the Church Council and regular Congregational Assembly meetings.
5. Attend all office staff meetings.
 - a. Weekly check-in with pastor(s) and other staff members, in person if deemed feasible and appropriate.
6. Maintain regular office hours and publicize those hours.
7. Lead adult Christian education classes or studies (on Sunday mornings, Wednesday evenings, or other times) that address issues throughout the lifespan.
8. Assist in leading catechetical/confirmation and Sunday School classes for youth, children, and adults.
9. Write a monthly newsletter article for the Trinity Trumpet on various Christian Education or lifespan ministry topics.
10. Attend events of the various Age-Based Ministry groups as is feasible and appropriate, and assist the volunteer leaders of those groups in developing their programs.
11. Attend and participate in off-campus, overnight Age-Based Ministry events (such as retreats and camps).
12. Attend all required District professional development conferences.
13. As is feasible and appropriate, assist other local ministries (such as schools and Recognized Service Organizations) in their ministry to local youth, families, and individuals.
14. As is feasible and appropriate, participate in Circuit, District, and Synodical activities, serving the church at large.
15. Other duties as assigned by the appropriate supervising entities.

Accountability

1. The DCE shall be accountable to the Board of Elders with direct daily supervision being provided by the senior pastor.

2. Following the caring principles of Matthew 18, the Board of Elders, with input from the senior pastor, will pursue Christian disciplinary action to draw the worker into compliance with expected performance as necessary.
3. Regular performance evaluation will be conducted by the Board of Elders and supervising pastor with input from the Chair of the Age Based Ministry Committee and Board of Parish Education.

Compensation

The DCE shall receive compensation and benefits in line with Missouri District guidelines (commensurate with experience, educational attainment, and responsibilities).

Desired Attributes

1. Demonstrates joyful faithfulness to Christ, His Word, His Church, and the congregation.
2. Demonstrates knowledge, skills, and attitudes that will uphold and promote a home-centered, church-supported model of faith formation.
3. Is devoted to his/her own spouse and children and leading his/her household in the faith.
4. Has a special interest and passion in ministering to children, youth, and their families.
5. Demonstrates integrity and purity in mind and action, abstaining from open sins of the flesh.
6. Demonstrates the ability to lead and build Christ-centered relationships with individuals throughout all seasons of the lifespan.
7. Demonstrates a strong teaching ability.
8. Able to mentor and support lay leaders in the work of the congregation.
9. Wise, careful and fully trustworthy in financial management matters.
10. Desires to exercise strong leadership, and take initiative, in this vital ministry area.
11. Proficient in planning and administering programs and activities.
12. Works well with lay leaders and volunteers.
13. Works well with pastor and other church and staff.
14. Good written and verbal communication skills.
15. Demonstrates accuracy and attention to detail.
16. Proficient in use of communication technology.
17. Proficient in use of standard office software (Microsoft Office/Google Suite).
18. Faithful to the doctrine and practice of the Lutheran Church—Missouri Synod.

Preferred Education

1. Graduate of one of the Concordia University systems' Director of Christian Education programs.
2. Full-time field experience in an LCMS congregation as a director of youth and children's (or family ministry) would be an added blessing, although new graduates (with intern experience) could be considered.