

ZION LUTHERAN CHURCH

Position: Director of Christian Education

Purpose: To provide leadership in Zion Lutheran Church's programs for youth and parish education and to build relationships with children, youth, and families

General Responsibilities:

The Director of Christian Education (DCE) will work as part of an education team, interacting with staff and volunteers to accomplish the goal of Zion Lutheran's Mission and Vision Statement.

(A) General Duties

- a. Coordinate and implement the educational programs, providing resources and training to team members for ministry of all ages
- b. Work with the Board of Deacons, Board of Education, Board of Spiritual Life, Board of Evangelism, and Pastor to enhance and grow the Christian education of the parish
- c. Attend regular Voter, Council, Board and Staff meetings to provide reports as needed
- d. Prepare articles and announcements for the church bulletin and Trumpet newsletter
- e. Demonstrate good stewardship of funds budgeted for each educational program

(B) Youth Programs

- a. Serve as Director of Pre-School Program
 - i. Recommend, supervise and train classroom staff including school secretary
 - ii. Supervise the planning and scheduling of daily student activities
 - iii. Research and order curriculum materials
 - iv. Serve as classroom substitute when needed
 - v. Lead children's Christian doctrine sessions
 - vi. Coordinate fundraising activities
 - vii. Work with the Board to expand outreach in the community
- b. Sunday School
 - i. Recommend and select curriculum for grades pre-school to 8
 - ii. Work with Sunday School Superintendent to recruit and train teachers and assist in planning Sunday School activities including Christmas Program
- c. LYF
 - i. Serve as resource for LYF leaders appointed by Board of Spiritual Life
 - ii. Assist LYF Leaders in planning and supervising fund raising/servant activities
 - iii. Attend National Youth Gathering as one of the adult leaders
- d. Mid-week
 - i. Serve as resource for Mid-Week leaders appointed by Board of Spiritual Life
 - ii. Assist Mid-Week leaders planning weekly activities for grades K to 8
 - iii. Recruit and train volunteers as needed
- e. VBS
 - i. Plan and select summer program with Pastor and Board of Evangelism
 - ii. Oversee recruiting and training volunteers
 - iii. Coordinate and Oversee VBS week
- f. Confirmation- Work with Pastor to plan and instruct

(C) Reports to Board of Deacons and Church Council