

Sunday School and VBS Coordinator
Christ the King Lutheran Church
Job Description

Position Summary

The Sunday School and VBS (SSVC) at Christ the King Lutheran Church (CTK) collaboratively assists CTK's pastor in ministries related to faith development. S/he reports directly to the Senior Pastor and will be directly responsible for the following:

1. Assisting people connect with Christ, each other and the community, in accordance with CTK's mission statement, "Alive and growing through God's grace."
2. Developing, conducting and supporting activities related to faith formation in: Sunday School and Vacation Bible School.
3. Infusing energy and creativity into areas of responsibility through thoughtful planning, caring participation and equipping volunteers for service at CTK.

Specific Duties: (In order of priority)

1. Oversee and direct Sunday School for children and youth preschool through High School
 - a. Build relationships with children and parents
 - b. Recruit and train teachers and other volunteer staff
 - c. Select and support curriculum with the Education Committee
 - d. Oversee congregational records related to all children of the church, including those related to enrollment and attendance
 - e. Communicate with families, teachers and volunteers, Pastor and church staff
 - f. Coordinate Sunday mornings
 - g. Organize annual events including, but not limited to, Rally Sunday for all ages, the Sunday School Christmas program, Bible Sunday, recognition of Christian education leaders and other as directed.
 - h. Develop middle and high school education opportunities
2. Oversee and direct CTK's annual Vacation Bible School (VBS)
 - a. Plan and initiate processes related to CTK's annual VBS
 - b. Select and support curriculum with the Pastor and Education Committee
 - c. Promote the event in the congregation and community in such a way that it clearly and actively invites members and non-members into participation
 - d. Register participants and keep records of enrollment and attendance
 - e. Recruit and train volunteers
 - f. Coordinate a VBS service project
3. Other as needed and/or directed

Signs of Success

1. That the SSVC includes scripture and prayer in all events
2. That the SSVC knows and greets children and their families by name when present in the building
3. That the SSVC works collaboratively with the Education Committee.
4. That volunteers for faith formation programs be recruited well in advance and sessions for training and equipping be held a minimum of three times a year
5. That curriculum for Sunday School be selected by early summer and ordered by mid-summer
6. That the church's database records contain accurate information about names, birthdates, baptismal dates, current grade levels and participation

7. That events are well organized and carried out, planned early and communicated well in advance
8. That Christian Education programming is in place for middle and high school youth on Sunday mornings
9. That the SSVC procures needed curriculum for faith formation programming and that such curriculum stands within the Lutheran witness and tradition.
10. That the SSVC regularly communicates with parents and students about activities of interest and that these communications happen early and frequently.
11. That the SSVC orders and/or procures needed supplies for faith formation activities
12. That VBS is scheduled well in advance in such a way that children of all school districts can be involved.
13. That there be growth in participation in faith formation programs

Personal and Professional Expectations

1. That the SSVC actively lives out a Christian life that includes worship, study, service and prayer
2. That the SSVC attends worship at CTK on a regular basis
3. That the SSVC attends weekly staff meetings as part of the leadership team at CTK

Position Requirements

1. A strong faith in the saving works of God through Jesus Christ
2. An ability and willingness to easily articulate his/her faith
3. An understanding of the Lutheran witness to the gospel
4. A willingness to grow and to be developed in his/her abilities
5. A bachelor's degree or equivalent experience
6. Ministry training related to youth and family ministry, discipleship practices and faith formation processes preferred
7. A minimum of five-years of experience in a related work experience preferred