

ST. MARK'S LUTHERAN CHURCH JOB DESCRIPTION

Director of Christian Education & Outreach

Primary Function:

This position will focus on the development and support of programs to make Disciples of Christ in the following areas - Christian Education for children, youth and adults, small group development and congregational outreach.

Duties and Responsibilities:

- Recruits and oversees needed Sunday School personnel including Superintendent with an emphasis on outreach and growth.
- Supervises outreach activities to include St. Mark's families and communities. Specific outreach duties and responsibilities to be determined by the Pastor and Director.
- Provides leadership for adult small groups.
- Supervises education and outreach programs of St. Mark's.
- Coordinates the purchasing of materials for educational and outreach purposes in a cost effective manner.
- Attends meeting for yearly congregational activity planning.

Knowledge Skill and Abilities Requirements:

- Have an active prayer and spiritual life.
- Necessary skills include initiative, leadership, organizing program development, communicating effectively with parents, teachers, other congregational members, visitors and leaders of the church.
- Prefer college education with focus on working with people.
- Capacity to spiritually motivate, recruit and empower volunteers for Christian service in areas of Christian education and outreach.

Relationships

- Works with Sunday School Superintendent.
- Relates to council team areas of Christian Education and Congregational Life and Outreach.
- Serves on Evangelism Committee.
- Participates in the annual church council planning meeting each June.

Direction and Review:

- Supervised by the Pastor.
- Annual review by the Staff Support Team and the Pastor.

Hours:

- 20 Hours per week. Flexible schedule.

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