

Coordinator of Christian Faith Formation Position Description

Messiah Lutheran Church
7740 Highway 72W Madison AL 35758
(256) 721-0041

Purpose: The Coordinator of Christian Faith Formation works intentionally to develop the growth of Messiah's children and youth in discipleship, Biblical knowledge, and an understanding of God's love for all people, while creating an awareness that faith formation is a lifelong process.

Responsibilities

- Provide oversight, direction, and leadership for the Children and Youth Faith Formation programs at Messiah, with input from the Youth and Faith Formation committees. This would include implementation of educational programs for Sunday School, Vacation Bible School and the scheduling of regular youth activities.
- Recruit, equip, and develop lay volunteers to be effective leaders of Youth and Christian Faith Formation at Messiah, including providing resources and training for team members.
- Monitor and report children/youth educational participation and report to the Council.
- Maintain contact with all families with children and youth, especially reaching out to any who are inactive.
- Assist the Senior Pastor with the planning and implementation of confirmation classes.
- Promote intergenerational activities and family ministries.
- Regularly attend and participate in worship services and other church events as a role model to youth, actively fostering children and youth participation in worship.

Tasks of the Ministry

- Sunday School Director (3 yrs-12th grade)
 1. Recruit volunteers to teach Sunday School each year.
 2. Select curriculum with input from the Faith Formation Committee.
 3. Conduct Sunday School teacher training sessions.
 4. Organize and maintain supplies.
 5. Coordinate special events (i.e. Christmas program) throughout the year with the Faith Formation Committee.
- Vacation Bible School Director
 1. Select curriculum with the Faith Formation Committee.
 2. Recruit and train volunteers to serve at VBS.
 3. Coordinate and oversee VBS week.
- Youth Director (3rd grade-12th grade)
 1. Organize regular youth group events, service projects, or trips designed to engage youth in faith building and fellowship activities.
 2. Support and encourage youth ministry opportunities that integrate all youth grades 3-12, into the full life of the congregation and the mission of Messiah Lutheran Church. This includes encouraging all youth, both members and visitors, to attend worship, Sunday School, and participate in other MLC activities and groups.
 3. Provide a positive role model by providing spiritual growth through caring relationships.
 4. Develop leadership skills in youth and adult volunteers.
 5. Coordinate fundraising efforts throughout the year.

Administrative and General Duties

- Develop and maintain a regular schedule of youth meetings. Notify youth, parents/guardians and caregivers of such meetings, coordinating the scheduling of events with other staff members.
- Communicate and collaborate with staff and volunteers on a regular basis.
- Ensure that all events are supervised appropriately and that all adults interacting with youth groups have completed the required “Standards for Youth Activities” training and submitted background checks.
- Facilitate the collection of attendance data on all educational events.
- Provide purpose, information, publicity, and ‘advertisement’ regarding all of Messiah’s Youth and Faith Formation activities to church members and to the community as needed.
- Work with the Youth and Faith Formation Committees to evaluate all activities, programs, and events to maintain the most effective and meaningful programs. Make changes when and where necessary.
- Develop an annual budget for Christian Faith Formation in collaboration with the Council Representative for Youth and Faith Formation
- Maintain appropriate bookkeeping for the Audit Committee’s review.
- Attend staff meetings and Council Meetings.
- Submit newsletter information monthly.

Accountability and Collaboration

Collaborate with and be accountable to the Senior Pastor and the Church Council.

Qualifications

- Bachelor’s Degree required
- Experience working with youth and children preferred

The Coordinator of Christian Faith Formation shall:

- Be a person of faith in the Lord Jesus Christ, actively growing his/her own discipleship, with knowledge of, and agreement with Lutheran theology and the ELCA or the willingness to learn.
- Have a passion for Christian Education and possess the characteristics and qualities necessary for working harmoniously, flexibly, and confidentially with church members, pastor(s) and other church staff.
- Have sufficient training and experience necessary to assist in the nurture of the life of the church, demonstrating strong leadership, communication, planning and organizational skills.
- Demonstrate the ability to engage others and work in a team environment.
- Understand appropriate boundaries as detailed in the Youth Activity Standards.
- Be proficient in the use of MS Office, e-mail, texting and social networking communications.
- Demonstrate the ability to identify and foster leadership in adults and youth.
- Coordinate volunteer support and work with other staff members effectively.

A Staff level background check will be required.

Job Requirements

30 hours per week, with hours fluctuating to meet the needs of the ministry

Compensation

\$35,000 annually plus \$2500 for continuing education

Benefits include paid time off for sick days, personal days, and continuing education

Interested person should contact: Gary Heideman, Chair of the Personnel Committee, email:

personnel.committee@mlutheran.org

Church Website: mlutheran.org

Community Information at: : www.madisonal.gov and www.huntsville.org