

Faith Formation Coordinator

Reports To

The Pastor of Concordia Lutheran Church will provide day-to-day supervision of the Faith Formation Coordinator. Issues between the Faith Formation Coordinator and other staff or congregation members, will be addressed by the Pastor, Mutual Ministry Team *and* the Council.

Job Overview

The Faith Formation Coordinator is responsible for providing support to the church's pastor and ministries teams. Additionally, this position requires sensitivity and discretion, strong organization skills, the ability to prioritize tasks and projects, an attention to detail, and a warm and welcoming demeanor. The Faith Formation Coordinator works closely with the pastor and must be able to work well with staff, volunteers, parishioners, and visitors.

Employee Status and Hours

Full-time, 40 hours per week, flexible schedule

Responsibilities and Duties

- Assisting the Christian Education Team to broaden the scope and improve the quality of educational ministry within the congregation
- Assisting in the development and implementation of learning goals related to Church Sunday School, Bible Study Groups, Confirmation Ministry, Vacation Bible School, Children's Activities, Leadership Development, Youth Ministry
- Coordinating and directing learning opportunities such as Bible Study Groups, Confirmation, Vacation Bible School, Youth Meetings
- Coordinating and directing projects which benefit the church and mission work where the youth, both Kids for Christ and Luther League, can grow in Christian service and witness to the world, while ensuring that fund raising for projects follow guidelines or approval of the Congregation Council
- Learning about curriculum and other resources available to further Christian education of all church members
- Assisting members of the congregation with identifying their spiritual gifts and encouraging members to use those gifts
- Establishing a good communication system that keeps the entire church and other ministries connected/integrated (i.e., weekly email of schedule of worship opportunities, etc.)
- Coordinating and leading opportunities with other area congregations
- Attending council, staff, ministries teams on which you serve, and other meetings as deemed necessary
- Assisting the Pastor and keeping him informed of the general climate (feeling) of the Congregation
- Other duties as assigned by the pastors, Church Council, or Church Executive Committee

Spiritual Gifts and Qualifications Helpful for the Job

The Faith Formation Coordinator will have knowledge and understanding of the Scripture and will maintain a healthy and growing spiritual life and will lead others to do the same with the teachings of the North American Lutheran Church. An Associate's or Bachelor's degree and Christian Education classes are preferred. The successful candidate will be organized, able to prioritize tasks appropriately, and juggle competing demands. Additionally, the successful candidate will be highly proficient in using technology, have a strong attention to detail, be able to communicate effectively in one-on-one and small group situations, maintain confidentiality, display sensitivity, compassion and open to new ideas.

Please send all resumes to concordia185@gmail.com.