

**St. Luke Presbyterian Church, Downers Grove, IL
Seeks Christian Education Coordinator**

St. Luke Presbyterian Church is a vibrant, progressive community of 220 members. We are an intergenerational church with members of all ages filling our pews. Located in the western suburb of Downers Grove for the past 53 years, St. Luke enjoys a traditional worship service that includes a weekly children's sermon and children's choirs performing once a month. We have a strong interest in Mission and provide opportunities for all ages to participate in mission activities. Learn more about us at www.stlakedg.org

The Christian Education Coordinator works closely with the Pastor and the Christian Education Committee to design and implement programs for children and youth at St. Luke. The Christian Education program serves 34 children ages 3-18 and includes church school classes for preschool through 5th graders, Youth Group for 6th-12th graders, a summer Youth Mission trip, and a summer Vacation Bible School. Increasing volunteer participation in children and youth programming as well as developing opportunities for children to participate in worship and learning will be an emphasis for this position. The position description follows.

This is a 25 hour per week position, including Sundays. We are looking for someone who is deeply Christian, with a passion for the spiritual nurturing of children and youth. Degree, course work, and/or experience in Christian Education, education or a related field is desired. Please email your cover letter and resume to personnelcommittee@stlakedg.org

Christian Education Coordinator

St. Luke Presbyterian Church

Permanent Part-Time Position

Estimated hours: 25 hours per week

Job Description:

The Christian Education Coordinator, in conjunction with the Pastor and lay leaders, is responsible for the education, growth and development of the faith of the children and youth of St. Luke, from birth through 12th grade. This includes organizing and coordinating Sunday School and Youth Group, and assisting the Christian Education Committee with other special events as needed.

Responsibilities:

Children's Ministries:

- Coordinate the planning, staffing, promotion and implementation of the Sunday School program.
- Work with the Christian Education Committee to develop annual goals.
- Review, plan and present for Christian Education Committee approval the curriculum for Sunday School and Vacation Bible School.
- Develop effective strategies for recruitment, training and development of teachers.
- Develop teacher sign-up system and schedule. Recruits teachers.
- Coordinate supplies in classrooms.
- Encourage children's attendance.
- Communicate with parents.
- Evaluate program effectiveness on an ongoing basis.
- Plan and support multi-generational or other events in church calendar.

Youth Ministries:

- Plan, promote, and implement the youth program at St. Luke.
- Design a program that is attractive to youth, spiritually based and relational in nature.
- Publish, distribute and maintain a calendar of events.
- Maintain regular communication with youth and parents.
- Recruit and train volunteers to work with youth.
- Plan and execute a yearly mission trip for youth group.
- Mentor youth, maintaining appropriate confidentiality.
- Meet annually with parents in a group for planning and input in the program.
- Coordinate Confirmation Class, choosing curriculum and teachers.

General:

- Attend Christian Education Committee meetings.
- Meet with Pastor monthly.
- Submit monthly effort reports.
- Communicate and promote awareness of Christian Education activities to the congregation through bulletin announcements, Lukan Letter, Minute for Mission, etc.
- Communicate regularly with the church staff, as needed.
- Opportunity to participate in leading Sunday worship.
- Attend worship at St. Luke each Sunday.

Accountable to:

Accountable to the Pastor as head of staff, and to the Session through the Christian Education Committee. Annual performance feedback through the Personnel and Christian Education committees in conjunction with the Pastor.

Education, knowledge and skills desired:

- Deeply Christian, with a passion for the spiritual nurturing of children and youth.
- Degree, course work, and/or experience in Christian education, education, or related field.
- Good communication (speaking, listening, and writing) and organization skills.
- Ability to be flexible and creative in planning and programming.
- Ability to work well with youth, parents, and other workers.
- Familiarity with basic Biblical knowledge, basic Christian beliefs and church life.
- Positive perspective and enthusiasm for Christian teaching.