

Bethel Lutheran Church Council
Christian Education Ministry Position Description

Job Title: Christian Education Ministry
Reports to: Church Council
Position Status: 3 year term

The purpose of Christian Education is to promote the education of the children, youth and adults of the congregation in Christian beliefs and heritage, and to foster the relationships and fellowship among the children and youth in our congregation.

General Job Responsibilities and Duties

1. Periodically evaluate the work of the Educational Committee and its job description and make necessary changes.
2. Submit an annual budget request with input from the Sunday School Superintendent in the form and at the time requested by the Finance Committee in September/October.
3. Encourage in every member of the congregation the study of the Bible, privately and in formal and informal groups through mission minutes (worship announcements) and /or Bethel Happenings.
4. Delegate administration of educational activities to associate pastor, interviewing and screening volunteers to assure a safe and Christian environment for the children and youth.
5. Exercise leadership in gathering lists of candidates for vacancies in the teaching staff and for properly calling teachers.
6. Consider provisions for special educational opportunities for the mentally and physically challenged.
7. Provide for professional growth of the educational staff through conferences, conventions, and continuing education, and request funds for the same in the annual budget.
8. Receive at a minimum annual reports by the end of May from the Superintendent and/or Sunday school teachers and the pre-school director of the needs for the educational facilities or equipment. Make recommendations to the Property Committee as to upkeep, repairs, and replacements as needed. Make recommendations to the church council as to new equipment and facilities needed. Provide an annual inventory of the property and assets in the education and youth rooms.
9. Provide an annual report to the congregation at the May (June) annual meeting.

Education Committee

Term: minimum 1 year

Organization-

The Education Committee shall consist, at the minimum, of the council rep for Christian Education, the Pastor, the Sunday School Superintendent, a member of the Sunday School teaching staff, and congregational members.

- ★ The objectives of this committee shall be carried out by the committee, either as a whole, through subcommittees, or through specifically designated individuals.
- ★ The committee shall work with all other standing committees of the church to coordinate educational activities within the congregation. This committee shall provide, in conjunction with the Evangelism committee, for the inviting of individuals from the community for leadership and

enrichment of the congregation's educational and youth activities. This committee reports to the Christian Education council member.

1. A member of the committee will be chosen to be the Lead and will schedule a meeting, at a minimum quarterly, record minutes and action items.
2. The Education Committee shall establish objectives, set policy for, and supervise the total education for the Sunday School, Vacation Bible School, Confirmation classes, 1st communion and the church library.
 - a. A church librarian shall be appointed who shall have the responsibility for providing material to the congregation and recommending additions to the library and maintain the audiovisual section of the library.
3. Be responsible for the Christian nurture of children, youth and adults in the congregation, and through them, the community.
4. Approve curriculum for all age groups, analyze the performance of each program and seek improvement.