

Education Ministry Coordinator

Date: July 2018
Coordinates with Associate Pastor/Youth Ministry Focus Pastor
Supervised by: Senior Pastor

- Sunday School - Plan – Coordinate – Administrate
 - Recruit volunteers; coordinate volunteer background checks and training with Church Business Administrator
 - Plan curriculum
- Wednesday Afternoon Children’s Program – Plan and Lead
 - Choir – Faith - Fun
- Summer Bible Camp Program – Develop, Promote, & Attend
 - Promote Summer Bible Camp program at GLLM
 - Coordinate with Finance Director OSLC funding for 50% program cost
 - Check-in and attend some of GLLM summer programs
- Milestone Ministry Program – Shrink, administrate & teach
- 5th Grade Communion Classes - Plan, Teach and Collaborate with Pastors
 - 2 Weekly classes plus experiential night
 - Seder Supper experience
 - Maundy Thursday Celebration
- Children Youth and Family
 - Coordinate and Lead Children’s Ministry Team
 - Develop series of multigenerational events for family faith formation
 - Collaborate with Youth and Adult Ministry Teams
- Children’s Christmas Program
 - Coordinate with Music Ministry
 - Plan and implement a program
- VBS
 - Curriculum planning
 - Program development
 - Recruit and train volunteers; coordinate background checks with Church Business Administrator
 - Administrate and lead day to day
- Confirmation
 - Assist in organizing and administrating program
- Other duties as assigned