

Position Description: Sunday School Coordinator

Reports to: Lead Pastor

Directly Supervises: Sunday School Teachers, Volunteers

Status: Part-Time; 12 hours/week

Probationary Period: 6 months and must pass pre-employment background checks

The Vision for our ministry: God gathers us as a family of Faith to nurture, inspire, and share the love of Jesus with all people.

Scope of this position: Sunday School Coordinator oversees all Sunday School and Christian education for children ages 3yrs - 5th grade.

Essential Duties and Responsibilities

- Coordinates teachers and volunteers involved in Sunday School
- Prepare curriculum for classes
- Schedule and oversee ministry milestones and special events (ex. 3yrs Bibles, Christmas Program)
- Coordinate summer VBS program w/GLLM and Peace Lutheran
- Collaborate with pastors and program staff to create intergenerational activities and events
- In partnership with pastors and program staff, prioritizes multiple projects according to stated goals and desired outcomes
- Multimedia management
 - Scheduling Facebook posts
 - Putting together children's ministry information for monthly newsletter and weekly email
- Other duties as assigned by the Lead Pastor

Required Skills and Abilities

- Good media communication skills including emails and social media applications.
- Good organizational and time management skills required to complete work on a timely and efficient basis.
- Relate well to other people in a friendly, welcoming, and supportive manner

A successful background check is required prior to hiring.

Please send resume and cover letter to Council President, Dean Lindquist at smile@redred.com