

First Lutheran Church of Marshall, MN seeks an Education and Outreach Director to successfully lead the education and outreach mission. At First Lutheran Church, our mission guides everything we do; *'We are believers seeking to invite all into the caring, sharing and growing ways of Christ.'* The Education and Outreach Director provides leadership to church volunteers to deliver a well-rounded youth education experience and touch our community through the spirit of Christ. The successful candidate will have strong communication and organizational skills and a passion for bringing the spirit of God to all.

TITLE: Director of Education and Outreach

PURPOSE: Provide leadership and support for specific program ministries in serving the mission and ministry needs of the church

QUALIFICATIONS:

1. Experience with youth and church work desired
2. Excellent communication and organizational skills
3. Associate in Ministry or Four-Year Degree preferred

ACCOUNTABILITY:

1. Reports to pastoral staff
2. Reports to/works with Education Committee, Outreach Committee and Church Council
3. Supervises volunteers

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

RESPONSIBILITIES:

1. Plan, coordinate and facilitate, in cooperation with the Education Committee, all education programs, events, and volunteers, including TLC, Vacation Bible School and adult education programs
2. Plan and facilitate confirmation in collaboration with Pastors and Director of Youth and Family Ministry
3. Assist Outreach Committee by:
 - a. making new member contacts, visitation, and planning new member orientation
 - b. coordinating fellowship events such as potlucks, second Sunday fun day, Table of 8
4. Maintain theological competence through continuing education
5. Recruit, train, equip, and supervise volunteer teachers for the various Christian education programs
6. Attend weekly staff meetings and monthly council meetings, and yearly congregational meetings
7. Serve as primary staff liaison for Education Committee and Outreach Committee
8. Keep current with new communications/technology
9. Schedule necessary time for study, preparation, planning, and continuing education to develop and maintain a deep level of spiritual growth
10. Utilize and maintain a shared electronic calendar
11. Uphold highest degree of confidentiality in all matters of personnel, finances, membership, etc.
12. Other duties as assigned by the Executive committee