



Trinity Lutheran

Trinity Lutheran is located in Stonewall, Texas. We've been a beacon of light in the Hill Country for nearly 120 years. We are affiliated with the Lutheran Congregations in Mission for Christ (LCMC) association. As such, "we view the local church as the place where people in the community come to get connected with God and one another."

General Description of the Position

The Education Director shall be committed to Trinity being a place where the growth of God's kingdom and the reflection of His glory is paramount. The Education Director will work closely with the Pastor and fellow leaders to plan and execute the Christian discipleship experiences for children of all ages. In addition, since this person will work with a variety of volunteers and ministry action teams, participation as an effective team member is vital.

Supervisor: Trinity Council - Employment and Pastor- Supervisor

Term of Employment: Part-time position. The position is considered "at will".

Primary areas of responsibility are:

1. Development

Develop, order, and maintain curriculum for children's discipleship experiences offered by Trinity Lutheran. Children's Church, VBS, Fellowship opportunities like Rally Day, Church Picnics.

2. Communication

Provide phone, email, and text communications to the church families and the public for the Children's Ministry of Trinity. Working with the Church office to keep Trinity events updated and current on Trinity's website and social media platforms.

3. Volunteer Coordination

Recruit, prepare, manage, and maintain schedules for Children's Church and other educational event volunteers. This includes prompt notifications and communication with volunteers, shuffling schedules for volunteers, and assisting the volunteers as their schedules may change.

4. Church Calendar

Update and maintain the church calendar with education-based events. Process and place items on the calendar when needed.

5. Setup and Preparation

Setup up classrooms, materials, and needs for Children's Discipleship opportunities. Order and maintain all office, facility, and supplies for education.

6. Team Work

Work with the staff and leaders in the development of the mission and ministry of the church, specifically focused on the elements of discipleship to Children and Families.

Qualifications

- Commitment to the mission and ministry of Trinity Lutheran.
- Member of Trinity Lutheran Church (Preferred)
- Experience in the field of Education, or Bachelor's Degree in Education (Preferred)
- Personable with ability to communicate effectively with Children, Adults, and Volunteers.
- Ability to provide quality outcomes within appropriate time constraints.
- Organized and can plan jobs/responsibilities according to level of importance.
- Technologically savvy. Working proficiency in Microsoft Word, Publisher, Excel, and Outlook. Able to assist in the use of social media such as Facebook, Twitter, and others as adopted.
- Self-starter, flexible, and willing to demonstrate and embrace a "whatever it takes" attitude.
- Ability to work as part of a team.
- Ability to speak in front of an audience.
- Willingness to learn and grow professionally and spiritually.
- Physical ability to perform the duties of the position, that includes taking care of children, lifting, running, etc.

Trinity Lutheran, Stonewall Texas
Education Director –Position Description

Professional Growth

The Education Director will continue to grow in skills and knowledge pertaining to this position through reading, seminars, and other professional training opportunities as approved.

Pay and Benefits

Remuneration will be as a part-time position based on 10-15 hours per week, the schedule will be considered with the candidate and has the ability to be flexible. Pay rate will be determined by skills and experience of candidate.

Employer Details

Trinity Lutheran Church
4270 Ranch Road 1, Stonewall, TX 78671
830-644-2479
www.stonewalltrinitylutheran.com/
www.facebook.com/StonewallTrinity

Interested Applicants should send resumes and inquiries to

Pastor Ryan Meyer
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