

Job Description: Congregational Life Facilitator (part time)

Scope: Working with the Pastor and the Elders, The Congregational Life Facilitator will coordinate ministry programs designed to meet the spiritual growth of our members of all ages. They will display a commitment to serving Jesus Christ through serving His people at Bethlehem Lutheran Church – Warrensburg, MO.

Responsibilities and Duties

Provide leadership, plan and implement age-appropriate activities for Seniors, Adults, Jr. and High School and Elementary age youth that promote spiritual growth and community through faith development, fellowship, and enjoyment of God's gifts. Such activities might include: weekly activities, small group Bible study, retreats and service projects.

Work with the Education, Mission, Evangelism, and Fellowship boards to help coordinate efforts among them, connect their activities, and encourage congregational and community participation in all of these areas.

Attend monthly Education Committee meetings.

Maintain regular communication with youth, parents, the pastor, church office and the surrounding community using appropriate technology and social media.

Assist the Sunday School superintendent in the recruitment and training of adult volunteers to serve as Sunday School teachers and youth group leaders.

Periodically meet with the various fellowship and volunteer groups at Bethlehem: Mary Martha, Men's club, Merry Widows, Singles, etc.

Focus on one to three of these Bethlehem groups where guidance and direction is most needed for cohesion and strength.

Meet with community groups that interface with Bethlehem (4H, Boys and Girls Scouts, etc.) at least once annually.

Assist with preparation of Vacation Bible School if the need arises.

Requirements: The candidate should have experience working with youth and children in a faith community setting. This position shall be an example of dynamic leadership for a team of volunteers who can relate to persons of all ages and support Sunday school and other spiritual formation activities. The person in this position shall work closely with the pastor to develop and execute a program that includes Christian education advancement for participants of all ages and maintains high visibility with educational and social groups within our congregation. An organized and creative self-starter who is a team player with a positive attitude. High School or equivalent diploma required.

Hours: Part time schedule (20 hours / week). Able to work flexible hours; including weekends, evenings, and holidays

Supervisory Responsibility: This position will help supervise adult volunteers and student leaders.

Please submit resume and names of references to the church office manager via mail or email.

Officemanager@blchurch.com

Office Manager

Bethlehem Lutheran Church

607 N Maguire St.

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