

**JOB DESCRIPTION  
EDUCATION DIRECTOR  
PARMA EVANGELICAL LUTHERAN CHURCH**

**QUALIFICATIONS:**

Familiarity with Lutheran teachings and tradition; this staff member will be expected to conduct this ministry in accord with the practices and constitutions of Parma Lutheran Church and the Evangelical Lutheran Church in America (ELCA). The staff member will demonstrate a personal commitment to the Christian faith, both in this position and her/his personal life. The staff member will be subject to an independent background check, including criminal offenses, interaction with children and minors, and financial responsibility. The staff member will be expected to complete the "Safeguarding God's Children" program of the Northeastern Ohio Synod, ELCA at the earliest possible date.

**OBJECTIVES:**

Direct, support, and coordinate the teachers and volunteers of the education ministries of Parma Lutheran Church including the Sunday School program and Vacation Bible School program.

**RESPONSIBILITIES:**

Coordinate and setup annual Rally Day and Bible Sunday for Sunday School children. Choose and order the yearly curriculum in conjunction with the Pastor. Recruit, prepare, and direct the volunteer Sunday School teachers.

**HOURS AND COMPENSATION:**

The Director's scheduled work hours will be 10 hours per week with additional hours as directed by the Executive Committee. The Director will be present for the Sunday School and Vacation Bible School programs, except due to illness or an absence approved in advance by the Executive Committee. The rate of compensation is \$12 per hour. This person will be responsible to the Pastor and/or the Executive Committee.

Posted: March 21, 2018