

# Christian Growth Coordinator

---

## Job Description

**Messiah Lutheran Church  
46 W. Lancaster Ave.  
Downingtown, PA 19335**

### Position Summary

The Christian Growth Coordinator (CGC) at Messiah Lutheran Church (Messiah) collaboratively assists Messiah's pastor in ministries related to faith development in people of all ages. S/he reports directly to the Senior Pastor and will be directly responsible for the following:

- Assisting the people of Messiah to connect with Christ, each other, and the community, following Messiah's mission statement, "Growing God's Family."
- Developing, conducting, and supporting activities related to faith formation in people of all ages: Sunday School, Vacation Bible School, Confirmation, Youth Ministry, Adult Education, and preparation for Holy Communion.
- Building relationships across the generations of the congregation to foster discipleship in infants, children, youth, families, and other adults through fellowship and discipleship activities.
- Infusing energy and creativity into all programs through thoughtful planning, caring participation, and equipping volunteers for service at Messiah
- Promoting Christian growth events in the congregation and community beyond Messiah so that all events clearly and actively invite members and non-members into participation.

### Specific Duties:

1. Support Sacramental Preparation
  - a. Work with the pastor to provide First Communion opportunities.
2. Oversee and direct the Growing God's Way Program
  - a. Build relationships with children and parents.
  - b. Recruit and train teachers and other volunteer staff
  - c. Select and support the curriculum with the pastor and Discipleship & Youth Team
  - d. Review congregational records related to all children of the church, including those related to enrollment and attendance
  - e. Communicate with families, teachers and volunteers, the pastor, and church staff
  - f. Coordinate Sunday morning opportunities
  - g. Organize annual events including, but not limited to, Rally Sunday, the Christmas program, Bible Sunday, recognition of Christian education leaders
  - h. Develop middle and high school education opportunities
3. Oversee and direct Vacation Bible School
  - a. Plan and initiate processes related to Messiah's annual VBS
  - b. Select and support the curriculum with the pastor and Education Committee
  - c. Promote the event in the congregation and community in such a way that it clearly and actively invites members and non-members into participation
  - d. The CGC will register participants and keep records of enrollment and attendance
  - e. Recruit and train volunteers
  - f. Coordinate a VBS service project

4. Support Discipleship Training (Confirmation)
  - a. Coordinate schedules, service opportunities, and meals
  - b. Other duties as defined by the pastor
5. Foster Youth and Family Fellowship and Discipleship
  - a. Plan and coordinate middle and high school fellowship and mission opportunities
  - b. Plan and coordinate family/intergenerational fellowship and mission opportunities
  - c. Promote Bible Camp opportunities
  - d. Plan and coordinate any annual trips and retreat opportunities for Messiah Youth
6. Maintain congregational connections with young adults (college students, military personnel, and others) in association with the pastor
  - a. Encourage students to connect with and participate in Lutheran Campus Ministry
  - b. Communicate with young adults about events in the congregation
  - c. Gather addresses necessary to foster communication and relationships between the congregation and young adults of the congregation
  - d. Encourage young adults to share their accomplishments and, when mission/ministry work has been undertaken, to tell their stories
  - e. Assist young adults in sharing their gifts with congregational ministries when they are in the area
  - f. Explore opportunities for creating community through gatherings, travel, and activities
7. Coordinate Adult Education
  - a. Work with the pastor to develop a schedule for Christian education opportunities
  - b. Promote adult education opportunities and invite people into active participation
  - c. Build relationships with community contributors and outside speakers
  - d. Engage in ELCA study processes
  - e. Select and support study resources with the Education Committee
  - f. Schedule fellowship events
8. Other as needed or directed

## **Signs of Success**

1. That the CGC includes scripture and prayer in all events
2. That the CGC knows and greets children and their families by name when present in the building
3. That the CGC works collaboratively with appropriate committees
4. Volunteers for faith formation programs be recruited well in advance, and sessions for training and equipping be held a minimum of three times a year
5. That curriculum for Sunday School be selected by early summer and ordered by mid-summer
6. That the church's database records contain accurate information about names, birthdates, baptismal dates, current grade levels, and participation
7. That events are well organized and carried out, planned early, and communicated well in advance
8. That Christian Education programming is in place for middle and high school youth on Sunday mornings
9. That the CGC procures the needed curriculum for faith formation programming and that such curriculum stands within the Lutheran witness and tradition.
10. The CGC regularly communicates with parents and students about activities of interest, and these communications happen early and frequently.
11. That the CGC orders and/or procures needed supplies for faith formation activities
12. That VBS is scheduled well in advance so that children of all school districts can be involved.
13. That service opportunities be regularly integrated into Messiah faith formation programs and that they are consistent with Messiah and ELCA ministries
14. That there be growth in participation in faith formation programs

## **Personal and Professional Expectations**

1. That the CGC actively lives out a Christian life that includes worship, study, service, and prayer
2. That the CGC attends worship at Messiah regularly
3. That the CGC attends weekly staff meetings as part of the leadership team at Messiah
4. That the CGC participates in the Youth and Family ministry team in the synod
5. That the CGC actively engages in continuing education opportunities

## **Position Requirements**

1. A strong faith in the saving works of God through Jesus Christ
2. Ability and willingness to easily articulate their faith.
3. An understanding of the Lutheran witness to the gospel
4. A desire to grow and to be developed in their abilities
5. A bachelor's degree or equivalent experience
6. Ministry training related to youth and family ministry, discipleship practices, and faith formation processes
7. A minimum of five years of experience is preferred.
8. 25-30 hours per week.

Please send your name and resume to:

Messiah Lutheran Church  
46 W. Lancaster Ave.  
Downingtown, PA 19335

Phone 610.269.1566

Email: [MessiahLutherans@gmail.com](mailto:MessiahLutherans@gmail.com)  
[www.MessiahLutherans.com](http://www.MessiahLutherans.com)

A member of the Southeastern Synod of the Evangelical Lutheran Church in America  
God's Work. Our Hands.