

**Position: Director of Christian Education
Immanuel Lutheran Church
Carlsbad, NM**

Accountability and Purpose

1. DCE reports directly to Pastor.
2. DCE serves for the purpose of providing leadership in the church's programs of parish education, youth ministry and outreach.

Ministry Responsibilities for "In-Reach" (and "Out-Reach" – an exciting potential exists for the DCE to participate in a unique Office of National Mission program for a new church plant at Artesia, NM, which is being initiated by Immanuel, Carlsbad, NM.)

1. In-reach/Out-reach through programs for education, nurture of souls, and youth ministry
 - a. Administer the routine operation of the Sunday School with the support of volunteer teachers, including teacher recruitment, etc. and conduct special events associated with festivals (i.e. Christmas Eve Children's Service, etc.)
 - b. Organize and operate the summer VBS program (i.e. set curriculum, recruitment of teachers and staff, training of staff, publicity, etc.)
 - c. Build relationships with the children, youth, and young adults (and their families) of both Artesia and Carlsbad.
 - d. Participate in tutoring students at HOPES elementary level tutoring program, one afternoon per week.
 - e. Initiate children, youth and family ministry programs which use the exceptional resources of New Mexico (i.e. state and national parks, water sports, camping, skiing, hiking, etc.).
2. Middle School Ministry
 - a. Assist Pastor in teaching junior catechism classes.
 - b. Coordinate with youth committee to regularly provide souls with small group Bible study/devotion, activity, and fellowship (conducted together with high school youth, when appropriate).
 - c. Build relationships with middle school youth and parents/guardians and involve them in developing and implementing ways to reach new youth participants.
 - a. Lead youth and parents/guardians in a coordinated effort for youth to attend the annual confirmation class retreat at Lutheran Valley Retreat, Woodland Park, CO, including DCE attending the retreat.
3. High School Ministry
 - b. Coordinate with youth committee to regularly provide souls with small group Bible study/devotion, activity, and fellowship.
 - c. Build relationships with high school youth and parents/guardians and involve them in developing and implementing ways to reach new youth participants.
 - d. Lead youth and parents/guardians in effort for youth to attend the National Youth Gathering, including DCE attending; assist annually in a servant event for the extraordinary Ysleta Luth. Mission, El Paso, TX.
4. Out-reach Ministry
 - a. Through contacts in HOPES tutoring program, build relationships with HOPES students and their family members, assist Pastor in follow up contacts with HOPES families with potential for enlisting them in a "Bible Information class" (Catechesis).
 - b. Assist Pastor and Evangelism committee in making follow up contacts with persons who have provided contact information through their visits at worship, communication via social media, etc.
5. Education
 - a. Meet and work with the Board of Education and Sunday school superintendent.
 - b. Offer regular training classes designed to prepare volunteer teachers for educational ministry.
 - c. Be a resource person for leaders of all educational ministries, including promotion of Bible literacy and promoting congregational training for witness and outreach.

About Immanuel Lutheran Church, Carlsbad, NM – We are wonderfully blessed with resources for doing ministry and outreach, along with being blessed with compassionate hearts who desire to use our gifts to support ministry staff for reaching souls with Christ's saving grace. Our mission is "enlightening and gathering our community in Christ's love."