

## **ADVISOR AND CONSULTANT FOR CHRISTIAN EDUCATION**

### **JOB DESCRIPTION**

**Position Title:** Advisor and Consultant for Christian Education (ACCE).

**Reports to:** The ACCE is an integral part of the staff team in the IELM Head Office in Maputo. The ACCE works together with the IELM Secretary for Christian Education and reports to the Bishop and Secretary General, but ultimately to General Assembly.

**Commencement date:** \_\_\_\_\_

### **1. EXPECTATIONS**

The incumbent will be someone who brings new energy and ideas to IELM's programs, including:

- (a) Creative, dynamic, age-appropriate Sunday school programs and activities for primary school age children.
- (b) Meaningful programs, including fellowship, worship, and service opportunities, for youth.
- (c) Confirmation classes for the appropriate ages.
- (d) Adult study groups and programs.
- (e) Special events and ministries.

### **2. DESCRIPTION**

Christian Education plays a key role in the mission of IELM. It is the goal of IELM to provide and promote a wide range of Christian Education opportunities for its members.

The ACCE provides in collaboration with the Secretary for Christian Education the vision, structure, and coordination necessary to develop and execute a holistic program of spiritual development for the children, youth and adults at IELM. The CCE collaborates with the Secretary for Christian Education and clergy to identify needs, develop curriculum, and guide their implementation by empowering the clergy, lay leaders and members for involvement.

The ACCE will work in collaboration with the Secretary for Christian Education as part of the IELM Secretariat (commonly referred to as the *Head Office*) and will co-ordinate and oversee all activities and programs that normally are placed under the Christian Education Department. She will be interacting with all heads of departments, staff, volunteers and the general membership of IELM to accomplish Christ's ministry and the objectives of the Christian Education Department as outlined in the IELM Constitution and under this job description.

### **3. GENERAL RESPONSIBILITIES**

The ACCE will in collaboration with the Secretary for Christian Education coordinate, oversee, provide overall leadership and implement the Christian Educational programs in IELM for Sunday School, Youth and Adult ministries, confirmation and youth activities, including developing and coordinating programs and provide resources and training to various staff and members of IELM.

The ACCE will build and nurture relationships with children, youth, adults and families while demonstrating a positive spiritual, moral and ethical role model.

The ACCE will also be assigned to a parish of IELM in **Maputo** and will perform pastoral duties in collaboration with the parish's pastoral team.

#### **4. DUTIES OF THE ACCE**

1. Working in collaboration with the Secretary for Christian Education, the clergy and concerned church leaders to set goals, determine priorities on what needs to be taught, establish various programs and coordinate the calendar of the church.
2. Plan, develop and provide leadership in collaboration with the Secretary for Christian Education in the implementation of different programs suitable for church members from school children, pre-teens and teens, high school children, post-high school children, young adults and adults.
3. Overseeing in collaboration with the Secretary for Christian Education that all areas of children, youth and adult ministries are implemented, including curriculum, various programs and music and identifying gifts of leaders and promoting their involvement in the activities of the church.
4. Working cooperatively with the clergy to develop or refine Sunday school and confirmation classes instruction materials and curriculum in conjunction with the Christian Education Committee.
5. Empowering parents to be involved in the development of their children's faith.
6. Attend regular meetings of the IELM Executive Board, Church Executive Council and other church organs where the constitution requires her to attend.
7. Prepare articles, write-ups, information and announcements in collaboration with the Secretary for Christian Education to go to various church congregations, publications, bulletins, calendar or newsletters.
8. Collect, collate and edit in collaboration with the Secretary for Christian Education suitable information, data and content that should go into the annual calendar of the church.
9. Prepare in collaboration with the Secretary for Christian Education, the Bishop, the Theological Committee and other relevant persons and groups in the church, materials that are appropriate for various groups and ages, to be used for Christian Education in KELC.
10. Coordinate, oversee or supervise in collaboration with the Secretary for Christian Education the recruitment of volunteers to teach Sunday School in various congregations of the church.
11. Conduct or co-ordinate in collaboration with the Secretary for Christian Education the training of Sunday School teachers and develop training programs and sessions.
12. Collaborate with the Secretary for Christian Education and local IELM congregations for trainings, teachings, fellowship and educational opportunities.
13. Organize and coordinate in collaboration with the Secretary for Christian Education fugates, retreats and other trainings for the staff, leaders, volunteers and members of the church.
14. Formulating in collaboration with the Secretary for Christian Education the Christian Education Department annual budgets and coordinate the procurement of various supplies e.g. liturgical and hymn books, Bibles, altar items etc.
15. Coordinate in collaboration with the Secretary for Christian Education and cooperatively with the relevant departments and in consultation with the clergy, special events and classes for families, children and the youth throughout the year.
16. Work in collaboration with the Secretary for Christian Education, the Church Leadership and the clergy to expand IELM's community outreach to the unreached families and children in the community. This includes German speaking residents in and visitors to Mozambique.

17. Write and submit in collaboration with the Secretary for Christian Education regular reports for various occasions, meetings and church events as needed.
18. Keeping IELM updated of the current and latest trends, methods and materials relating to Lutheran Christian Education.
19. Other duties and activities as required, including special programs.

## **5. Position details**

- (a) This is a **75 Percent**, paid position with additional assignments as a pastor. Remuneration shall be arranged and provided by MEW using its scales and standards.
- (b) The CCE shall be assigned to a congregation or parish in IELM to perform her pastoral duties. The workload and the time of the CCE shall be shared between her responsibility as the CCE and as a pastor.
- (c) The ACCE shall work 30 hours in a week, including Sunday, but will have two rest days for every week of work. The ACCE is entitled to 30 days of paid leave per year.
- (d) The ACCE, in collaboration with the Secretary for Christian Education, reports to the Bishop as designated superior. The Bishop therefore provides space for regular reporting, exchange and orientation to discuss in depth all aspects of the ACCE's work and to plan and evaluate together the ACCE's consultational and advisory work and outreach.
- (e) The ACCE shall regularly attend scheduled church staff meetings and the other meetings as provided in the IELM Constitution.
- (f) In collaboration with the Secretary for Christian Education and the Bishop, the position also involves engagements and travels out of the work station to various parts of Mozambique, amongst other places.

### **5.1. Gifts And Skills Required**

- (a) Be a committed Lutheran Christian with a calling and passion for Christian Education.
- (b) An ordained Lutheran Minister with a Theological Master and experience in parish ministry.
- (c) Have a deep love for children, youth and adults of all ages and be comfortable with diverse congregations.
- (d) Background or experience in Education is preferable.
- (e) Ability to work in a team setting and to recruit and work with volunteers.
- (f) Ability to adapt and interact with people of various ages and educational, social, economic and cultural backgrounds.
- (g) Have sufficient training and experience to nurture families, children and youth.
- (h) Be committed to building a strong volunteer base, and able to work collaboratively, effectively and confidentially with families, church members, pastors and church staff.
- (i) Good oral and written Portuguese communication skills, including active listening.

### **5.2. Education**

- (a) Certificate of Christian Education or similar certificate.
- (b) Degree in education, child development, ministry and theology.