

## **POSITION DESCRIPTION**

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### **Name of Position and Team/Task Force**

Education Committee Member/Chair

### **Responsibilities**

1. Attend and participate in committee meeting on the second Monday of each month
2. As chair, develop agenda of monthly meetings
3. Assist the Parish of Education Director in planning, organizing and implementing education programs
4. Assist pastors in the planning, implementation and introduction of Adult Forum Speakers
5. Assist in the planning and development of church Bible studies
6. Develop Task Force committees as directed by church Board
7. Plan and implement church branch during summer

### **Qualifications**

1. Have a desire to be involved with the development and planning of educational programs
2. Have an interest in the education of children and adults in Christian teachings
3. Commitment to the mission and vision of St. Philip's Lutheran Church
4. Ability to work as a team member
5. Ability and willingness to give support to other members of the committee as well as the pastors and the Parish of Education Director

### **Amount of Time Required**

1. Average of five hours monthly
2. Two to three hours of monthly meetings
3. Two to three hours of assisting in programs or task force committees

### **When Ministry is Performed**

1. Monthly meeting during second Monday of the month meetings
2. Other responsibilities determined on education needs

### **Length of Commitment**

Two years, renewable upon mutual agreement

### **Responsible To**

Pastors, Parish of Education Director, Church Board

### **Last Reviewed**

September 2006