

**SOLEMN APPOINTMENT
FOR
DIRECTOR OF CHRISTIAN EDUCATION**

In the Name of God the Father, the Son, and the Holy Spirit

By the authority with which the Lord our God has vested in His church on earth, Peace Lutheran Church of Camarillo, California (“Peace”), has selected Kristoffer Norbye (“Kristoffer”) to be its Director of Christian Education (“DCE”), and herewith provides this formal statement of his solemn appointment to this office.

Kristoffer will begin his duties with Peace on a date to be mutually determined and will continue indefinitely. He is given assurance of an initial three years in this office, or any other office mutually agreed to by the parties. It is anticipated that Kristoffer will take the necessary steps to become an ordained LCMS pastor and will serve in that capacity at Peace at some time in the future.

By signing this document, Kristoffer agrees to perform the duties described in the accompanying job description for a DCE. Kristoffer is to perform these services according to the Word of God and the confessional standards of the Lutheran Church Missouri Synod as drawn from the Holy Scriptures and expressed in the Book of Concord and summarized in Dr. Martin Luther’s Small Catechism. Kristoffer is also to exemplify the Christian faith and life, to work with the congregation in Christian love, and to work in harmony with the pastor and staff of the congregation. Since it is anticipated that Kristoffer will one day become an ordained LCMS pastor, in addition to performing the DCE duties, he will also perform duties customarily performed by a pastor as directed by Peace’s pastor.

By signing this document, the congregation through its officers pledges to receive Kristoffer as its DCE, give him the honor that befits this holy office, provide him adequate salary and benefits, annually review his remuneration as well as his responsibilities, and provide him with its love, support and assistance.

Peace agrees to provide the following salary, benefits, and allowances which will subsequently and periodically be reviewed:

- Annual salary (paid monthly) is \$95,000.
- Concordia Retirement, Disability and Survivor plans paid in full.
- Concordia Plan Services Health Insurance for family paid in full.
- Peace’s share of Social Security.
- Mileage reimbursement for church business at the standard IRS rate (or provide a car allowance instead).
- Continuing education allowance up to \$2,000 per year as authorized by the Board of Elders.

- Annual vacation of two weeks, moving up to three weeks after two full years of employment, and thereafter according to the Peace Policy Manual.
- Actual moving expenses up to a maximum of \$15,000.
- All costs for the Norbye family to obtain visas and work authorization.
- All costs incurred toward becoming an ordained LCMS pastor (which obligation will begin upon acceptance of this offer regardless of actual starting date). Kristoffer agrees to make best efforts to complete this process within three years from the execution of this contract.
- Housing allowance at \$2,000 per month, unless other mutually agreeable alternative housing arrangements are made, and until Kristoffer becomes an LCMS rostered church worker

THE ABOVE TERMS ARE AGREED TO AND ACCEPTED:

Kristoffer Norbye

Dated

Peace Lutheran Church, Camarillo, CA
Craig Frye, President

Dated

PEACE LUTHERAN CHURCH (“Peace”)
JOB DESCRIPTION FOR
DIRECTOR OF CHRISTIAN EDUCATION (“DCE”)

PURPOSE: To foster and nurture Christian faith and discipleship in visible, fruitful ways, focusing on the vision, leadership, administration, and supervision of the educational ministries of Peace. This involves mentoring all age groups in Christian instruction and growth in personal faith.

ACCOUNTABILITY: The DCE is accountable to the Pastor and will primarily work with the Board of Education and the Board of Elders.

RESPONSIBILITIES: In coordination with the Pastor, the Board of Education and the Board of Elders:

1. The DCE reports directly to the Pastor. He also works with the Board of Education to plan and coordinate a program of Christian education for all age groups at Peace including Sunday School, Bible studies, retreats, and other Christian educational programs. He is to seek to involve those in the community as well as members of Peace.
2. Evaluate existing programs for all age groups and suggest and implement new programs to effectively engage the congregation in lifelong learning.
3. With attention to theological content, evaluate, select and/or draft curricula to provide continuity across the entire Christian education program at Peace. He may also supervise the curriculum, planning and teaching of the confirmation class as directed by the Pastor.
4. Recruit, train and support Sunday School teachers and other volunteers and leaders involved in Christian education for all age groups at Peace.
5. Plan and direct seasonal educational programs for Peace and the community.
6. Work with the Pastor, Preschool Director, and other church leaders to promote missional growth and opportunities for all ages at Peace and in the community.
7. Plan and develop resources for use by parents in their role as primary Christian educators in their homes.

8. Plan, coordinate and oversee Sunday School and childcare ministries on Sunday mornings.
9. Communicate with all age groups to promote intergenerational awareness and visibility at Peace and in the community.
10. Promote Peace's educational ministries to the members of Peace and the community through any appropriate media resources.
11. Encourage, train and assist all age groups to facilitate participation in all facets of church life.
12. Facilitate assimilation of new church members into the Christian ministries at Peace.
13. Participate in planning the annual budget and calendaring for the educational ministries at Peace.
14. Serve Peace in any other capacity as deemed appropriate by the Pastor.