

# East Brentwood Presbyterian Church

## DIRECTOR OF FAITH FORMATION

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East Brentwood Presbyterian Church (EBPC) is a mid-sized PCUSA church on one of the most accessible corners in Brentwood, TN, with a three-star preschool, East Brentwood Children's Academy (EBCA), for ages two through five. Founded in 1988 (preschool formed in 1999) EBPC has thrived during recent challenges, with increased participation through innovative programming, investing in software and equipment, and building an online presence including a weekly podcast.

The Director of Faith Formation will create and maintain dynamic faith formation programs for children and youth (and assist with adults) that are in harmony with the Reformed tradition and PCUSA. The Director also serves a leading role in the congregation's vitality through worship and mission engagement beyond our doors.

Collaborating closely with the Pastor in planning, the Director will lead an educational ministry to foster spiritual growth, in coordination with church staff, supported by volunteers, and East Brentwood Children's Academy (EBCA) preschool leadership. An important responsibility will be to focus on the design and implementation of a new member engagement model, and as part of that effort will help lead communication through print, electronic, and social media communications.

Ideal candidates will have experience, knowledge, and a passion for working with children and youth, church education, outreach, and methods of building and fostering a vibrant, connected community.

## CHURCH FAITH FORMATION

- Intergenerational faith formation: Collaborate in the weekly worship and faith formation planning with the Pastor and Music Director, implementing plans through an online/digital presence and communications.
- Faith formation programs: Direct the children and youth programs, including curriculum and content development, and help with the adult programs. Lead Children's Time during worship each Sunday, and recruit / coach teachers and program volunteers for Sunday School, teaching when necessary. Ensure that milestones for children, youth, and their families are achieved and communicated.
- Youth - Middle and High School: Coordinate, plan and serve as the point person, including youth leading the Sunday worship several times a year. Assist Pastor in organizing and leading the confirmation program every two years (7<sup>th</sup> grade and older.) Plan and execute youth ministry special events and programs (e.g., NaCoMe retreats, quarterly parent and youth service events, Back to School with a Purpose, and the summer mission trip.)
- External missions: Help people deepen and express their faith through mission outreach programs, working with families, members, community partners, and volunteers. Plan, implement, communicate, and support activities, recruit and maintain volunteers, also linking service opportunities with EBCA preschool families as is appropriate.
- Communications: Create content (words and images) and messaging for faith formation communications, coordinate distribution, including, but not limited to, church calendar, newsletter, website, social media platforms, and Realm software, working with ministry planning team, office manager and website designer. Work with staff to ensure the website is up to date and accurately reflects programs, mission, and congregational life activities.

- Relationships: With a goal of building community, form meaningful relationships with children, youth, and parents in cooperation with other staff and lay leadership. Seek to know all children, youth, and their families by name.
- Administer small groups: Work with volunteers in cultivating discipleship through adult small group formation.
- Welcoming: Working with church volunteers to ensure that all first-time visitors with children or youth receive an exceptional welcome and timely follow up.
- Adult faith formation: Work with pastor (who leads this effort) in planning offerings (e.g., thematic studies, bible study, book clubs,) perhaps leading a class if interested and time permits.
- Budget: Prepare and follow annual budget for Children, Youth and Adult Faith Formation Ministry area.
- Administration: Working with office manager, ensure compliance with the Child Protection Policy, helping track policy testing and criminal background checks for all EBCA and Church staff and volunteers (nursery, Sunday School) in contact with children.

### **East Brentwood Children's Academy (EBCA)**

- Connecting church and preschool: Serve as a consistent, approachable, and welcoming EBPC presence for EBCA parents and children. Coordinate with the EBCA Director joint initiatives connect the church and preschool families (ex. Parenting Classes, Springapalooza, Rally Day, Fall Festival, and serve (with pastor) as church liaison for preschool Graduation and Christmas Pageant.
- Chapel: Support an EBCA staff member in planning for weekly chapel class.
- Participate in the EBCA Advisory Committee of preschool staff, parents, and church leader(s.)

### **KNOWLEDGE/EDUCATION, EXPERIENCE, AND QUALITIES:**

- Bachelor's Degree or equivalent experience in Christian or youth education
- An educational background in theology and bible and demonstrated experience in providing education in a church context is preferred but not required.
- Top candidates will exhibit flexibility in a dynamic environment, and demonstrate a positive, open, and collaborative attitude.
- Experience in communication, marketing, and volunteer management is a plus.
- Experience in transformational church work, community building, or new church development is a plus.

### • **COMPENSATION, CLASSIFICATION and SCHEDULE**

- The Director of Faith Formation will be full time, regular employee with benefits, (classified as exempt) and paid on a salaried basis of approximately \$55,000 annually depending on experience and qualifications.
- This position is for 40 hours per week, 52 weeks per year with PTO.

*This description is for hiring purposes and is not an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with this position.*

### **Send resumes to:**

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