

**POSITION DESCRIPTION**  
**SECOND PRESBYTERIAN CHURCH**  
**LITTLE ROCK, AR**

Title:	Director of Spiritual (or Christian) Formation
Accountability:	Head of Staff
Compensation:	Per Terms of Call
Status:	Full-time with benefits
Paid Holidays:	Per Personnel Manual
FLSA:	Exempt

**Purpose:** To provide for the faith development of Adults, children and their families; to coordinate the many aspects of Christian nurture programs for Adults, children and their families including organization and administrative detail; to be a Christian role model; and to relate to a variety of children and adults in the church and community.

**Accountability:** To the Pastor/Head of Staff. Subject to policies and practices of the Personnel Committee and Session. Annual review will be supervised by the Head of Staff in communication with the Personnel Committee.

### **Responsibilities**

#### **Adults**

- Coordinate with lay leaders to offer meaningful groups and studies for congregation members
- Teach and lead adult groups on a regular basis
- Work with the ministries in developing other opportunities for Spiritual formation (e.g. midweek, retreats, etc.)
- Resource Adult Groups in their educational programming (e.g. Presbyterian Women and Men's Group)

#### **Children and their Families**

- Maintain the focus of ministry to children and their families
- To organize programming for preschool and elementary children, including Sunday morning. (for example, coordinating acolytes and other ways to participate in worship)
- Develop programs to welcome children to worship and the Lord's supper
- To organize summer programming for children
- Assist in evaluating, planning, and implementation of young family programming, events, and retreats (sometimes for the whole family, and sometimes just for parents) with the assistance of ministry leadership team)
- Celebrate with young families (births, birthdays, baptisms, new jobs, and the many other ways congregants may invite you into their lives)
- Find meaningful opportunities within the church and in the community to help build and strengthen inter-family, intra-family and intergenerational relationships
- Actively reach out to families with young children who are new to the church to welcome them and bring them into the life of the church

## **Administrative**

- Participate in the life of the Presbytery.
- Coordinate Adult, Children and Family programs with other church activities
- Recruit, train, equip and nurture volunteers
- Work with leadership to select theologically appropriate and engaging study materials.
- To order and supervise the distribution of curriculum and supplies.
- Develop and maintain the “control documents” of the Adult, Children and Family ministries including volunteer job descriptions, directories, and programming calendars.
- Oversee publicity of Adult and Children Ministry initiatives.
- Coordinate very closely with the Director of Youth Ministry to provide an integrated educational and nurture ministry including migration of children to youth ministry and coordination of Confirmation Ministry
- To work with volunteers to provide oversight with the library (children and adults)
- Serve as liaison, when necessary, with the Second Presbyterian Preschool.
- Establish, implement and oversee social media presence for ministry areas
- Manage programs within budget, following the church’s administrative protocols and procedures.

## **RELATIONSHIPS**

- Work collegially and collaboratively with church staff and leadership. Participate in staff and ministry meetings (Adult Education Ministry; Children and Family Ministry) to hear feedback, provide updates on the ministry area, and work in partnership with other staff and lay leaders.
- Provide vision, planning, implementation and evaluation for adult, children and family programming in conversation and collaboration with staff colleagues
- Coordinate programs with Youth and Children’s Music Ministry.
- Identify and offer opportunities for children and families to be active participants in the full life of the congregation and community. For example: looking for ways to involve children and their families in Worship and Outreach.