

## **POSITION TITLE**

Faith Formation Director

## **ACCOUNTABILITY**

The Faith Formation Director is directly responsible to the Pastor/Head of Staff, the Human Resources Ministry Team, and the Session.

## **POSITION SUMMARY**

This part-time, salaried, exempt position is responsible for the spiritual formation of children, youth, adults, and families. This position requires some weekend and evening hours for worship services, and periodic meetings, including church ministry areas and Session meetings.

This program position is 30 hours per week, with hours generally scheduled Sunday – Thursday. There will be periodic additional weekend hours required with respect to activities that are planned in advance, such as youth lock-ins, weekend retreats, and mission trips, which will be counted towards the 30 hours per week for the position.

## **WORKING RELATIONSHIPS**

In all relationships and activities, this director will demonstrate his/her/their personal commitment to Christ and encourage others in their worship and service to God.

The Faith Formation Director will have a working relationship with:

- Pastoral, Program, Administrative, and Nursery Staff
- Faith Formation (Children & Youth) Ministry Team
- Adult Education Ministry Team
- Volunteers with Faith Formation programs
- All ages of the congregation

## **GENERAL RESPONSIBILITIES**

### **General Faith Formation Ministry**

- Provide staff leadership to the Faith Formation (Children and Youth) and Adult Education Ministry Teams who shepherd the faith formation of all ages through regular programming and contact.
- Provide staff leadership and oversight for Children's Ministry, which includes Sunday morning faith formation (Wonder Hour), age-specific fellowship groups for children, Vacation Bible School.
- Provide staff leadership and oversight for Youth Ministry, which includes Sunday morning faith formation (Wonder Hour), Sunday evening youth fellowship, youth mission activities, biennial confirmation classes, connecting with presbytery- and denomination-wide opportunities (ex: Mid-Winters @ Mo Ranch, Triennium, etc.).
- Provide staff leadership and oversight for Intergenerational Ministry, which includes the All-Church Retreat, season-specific fellowship events (Trunk or Treat, Easter Egg Hunt, etc.), age-specific fellowship groups for parents, mission projects for families, caregiver-child classes around topics such as sacraments, receiving first bible, etc.
- Provide staff leadership and oversight for Adult Ministry, which includes Sunday morning (Wonder Hour) and mid-week faith formation classes or activities.

- Conduct regular reviews of the effectiveness of current faith formation and engagement programming, changing to most effectively meet faith formation needs.
- Meet weekly with the Pastor/Head of Staff to plan regular and special faith formation classes and activities for all ages of the congregation.
- Other duties consistent with and in furtherance of the purposes and missions specified above, as assigned by supervisor.

#### **Sunday Morning Leadership**

- Lead Children's Time in worship.
- Work with worship leadership team to ensure worship is inclusive of all ages.
- Oversee the Godly Play ministry, including oversight of curriculum, leader training, and volunteer recruitment.
- Supervise the Nursery Coordinator and ministry of the nursery.
- Coordinate the involvement of children and youth participation in worship, including, but not limited to, Children's Sabbath, Youth Sunday, acolyte ministry, and liturgists.

#### **QUALIFICATIONS AND ATTRIBUTES**

- Bachelor's degree in the fields of education or religion/theology or related fields required.
- A minimum of 2+ years teaching or church experience preferred.
- Ability to effectively communicate with adults, children, and youth.
- Experience in supervising volunteers preferred.
- Ability to interact with all church staff, volunteers, and the congregation in a professional, flexible, and courteous manner.
- Strong organizational skills and the ability to manage multiple tasks.
- Flexible to multiple changing priorities.
- Ability to work independently, exhibiting self-initiation and working collaboratively with both staff and volunteers.
- Competent in use of computers/technology.
- Maintain an enthusiastic and supportive approach in dealing with situations and people.