



## **Job Description Faith Formation Coordinator**

Westmoreland Congregational United Church of Christ in Bethesda, Maryland is a progressive congregation rooted in the teachings of Jesus and aligned with a denomination of "firsts" and extravagant welcome. This position calls for a passionate and compassionate professional with program development and management skills to create and inspire alongside our small staff team. The Coordinator will be able to help envision efforts to help the church live out its commitment to intergenerational ministry and support the mission of the church by providing leadership and coordination for our Faith Formation programs for all ages.

Duties of this position include the following. Priorities and emphasis will be determined by the Senior Minister.

### **Spiritual Formation for Children**

Responsible for spiritual formation and nurturing relationships with children (birth - 5th grade) and their families.

- *Children's Church (Kindergarten - 5th grade)*: Oversee the faith formation program with particular emphasis on Godly Play/Children's Church; consider creative ways to integrate children into Sunday worship service; work with the Board of Faith Formation to train and support lay leadership for Children's Church volunteers; organize Bible Sunday in the spring for 3rd graders; create seasonal events such as Vacation Bible School, the Easter Egg Hunt, and the Christmas pageant; prepare curriculum and resources (craft materials, etc.).
- *Sunday Worship*: Lead the sacred story time in the in person service weekly. Maintain the prayground with rotating supplies and clean up after the service.

### **Spiritual Formation for Youth**

Responsible for the ministries and programs that nurture the spiritual lives of the church's youth (6th- 12th grades).

- *Confirmation and Our Whole Lives Human Sexuality program* (alternating year program that will take place this year): Contact families and students to recruit participants; prepare, plan, and coordinate all aspects of the programs; recruit and support teachers/mentors.
- *Youth Fellowship Gatherings*: Plan and lead regular youth fellowship, service, and learning opportunities; recruit families and parents to support and host activities.
- *Youth Service Experience*: Organize annual summer experience; recruit adults to serve as chaperones and equip/support them; plan a follow-up presentation by trip participants during a worship service.

## **Intergenerational Worship and Gatherings**

Working with the Senior Minister and lay leaders, develop a vision for better weaving intergenerational practices into existing church efforts, as well as envisioning new programs.

- *Messy Church*: We have experimented with a monthly Saturday evening Messy Church gathering over the past year. Plan and lead these. Assess strengths and opportunities with that model or other models fostering intergenerational growth.
- *Family Worship*: On the first Sunday of each month, children remain in worship for the whole service. Work with the senior minister and music director to include children in the service (serving communion, choosing songs, etc.). Engage children in the service by having appropriate activities at the playground and including them in the liturgy.
- *Team Lead for Intergenerational Worship Cohort*: For the 2026 calendar year we have a grant from Wesley Seminary to learn, survey, iterate, and improve our intergenerational worship experience. Serve as team lead to schedule meetings, facilitate the process, and communicate with the congregation as needed.

## **Church Administration**

- Work in collaboration with other staff. Attend weekly staff meetings.
- Provide back-up office support occasionally when the Office Administrator is unavailable.
- Serve as staff liaison to the Board of Faith Formation and attend meetings.
- Communicate events and plans via social media, email, bulletin inserts, newsletters, etc.
- Coordinate the required background checks for leaders working with kids/youth and apply Safe Church policies in all aspects of work.
- Keep current with the latest faith formation trends, methods, and materials; build relationships with nearby faith communities for partnership and resource sharing.

## **Required Competencies**

**Spiritual Formation:** Demonstrates an understanding of faith formation as a lifelong journey or process of “living the questions.” Invites others into reflection about personal spiritual journeys; lifts up spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote faith formation. Knowledge of Scripture and ability to communicate that with others.

**Empowering Volunteers:** Provides direction, gains commitment, facilitates change, and achieves results through creative, efficient, and responsible deployment of volunteers. Engages and empowers people in their areas of giftedness and passion.

**Interpersonal Skills:** Establishes good working relationships and builds appropriate rapport. Is approachable and uses diplomacy and tact. Is flexible and able to adapt based on individual or group needs.

**Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence.

**Teaching:** Designs effective lesson plans and facilitates learning experiences in small and large group settings; selects a variety of teaching topics that are provocative and contribute to deep questions and understanding of scripture, theology, and spiritual practices.

**Communication:** Able to write clearly and succinctly and deliver messages in a tone appropriate to the context. The desire and ability to preach occasionally.

**Administrative Competence:** Adept at figuring out the processes necessary to get things done. Knows how to organize people and activities. Understands how to manage tasks for efficient workflow.

### **Work Schedule Expectations**

- Full time position
- In person presence at Sunday worship services.
- Work week is hybrid. Approximately 20 hours in the office during weekdays is expected. Work schedule can be flexible as approved by the Senior Minister.

### **Qualifications**

- Bachelor's degree or equivalent. A seminary degree or focus in education, religious studies, or the like is desired.
- Experience working with relevant ages as outlined above.
- Working understanding of how faith formation relates to children and youth.
- Committed to working in a progressive faith community and promoting theological ideals that uplift and liberate.
- Knowledge of Godly play, certification desired.

### **Compensation**

- Salary range: \$60,000-70,000
- Compensation is commensurate with experience and education.
- Benefits include: Health, Pension, FICA, Disability and Life insurance

### **Physical Requirements**

Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.

Must have the ability to lift and small carry parcels, packages, and other supplies.

Must be able to move through the building to accompany children and youth to various areas of the facility.

Must be able to communicate with parishioners of all ages.