

POSITION DESCRIPTION FOR FAITH FORMATION DIRECTOR
UNION CONGREGATIONAL CHURCH, UNITED CHURCH OF CHRIST

Updated 06/22/2021

POSITION DESCRIPTION AND RESPONSIBILITIES

Description:

To facilitate and coordinate a framework for the Christian journey of infants, children, youth and families. This position will be guided by the Union Congregational Church, United Church of Christ vision and mission statement, and work in collaboration with the Pastor, the Faith Formation Ministry team, Sunday School Teachers, Music Directors and Office Administrator. The individual in this position must embrace a progressive theology and be committed to generating enthusiasm around Faith Formation with children, youth and families and have a passion for this work throughout their term.

Position is August 1st through May 31st at approximately ½ time and June 1st through July 31st at approximately 1/8 time (to total ½ time for the year).

Responsibilities Include:

Be an active presence in the wider church community to facilitate faith formation activities, events and gatherings both inside and outside of church grounds for children, youth and families including intergenerational events.

Plan, implement and work collaboratively with other church ministry teams and groups on education, service and mission, community building, leadership development and music.

Seek, inspire and train volunteer teachers, leaders and other volunteers.

Facilitate and coordinate a model for discerning gifts and passions, and engaging and inviting church members and friends as volunteers.

Provide guidance and leadership for a positive volunteer experience.

Create opportunities for appreciation and recognition of volunteers.

Work collaboratively with the Pastor to research, develop and implement a Sunday School curriculum and program for infants, children and families of children ages birth to 6th grade.

Maintain resources and materials and be a resource for leaders and families.

Collaborate with other Church groups to engage themes of diversity, justice, service and mission throughout the church year.

Be present when children, youth and families meet.

Work collaboratively on opportunities for Faith Formation and involving children and families into the regular worship of the church.

Work collaboratively with the Pastor and youth leaders to facilitate and coordinate a middle school and youth program.

Seek opportunities to engage youth in local church, community and United Church of Christ wider church events.

Engage in caring conversations with youth and families.

Work collaboratively on opportunities for Faith Formation and involving youth and families into the regular worship of the church.

Manage and coordinate confidentiality and safe church policy procedures at this church.

Maintain background checks for all volunteers working with the children and youth.

Maintain and manage operating budgets for children and youth programming.

Maintain roster and family information records for infants, children, youth and their families.

Specific activities will be determined in coordination with the Pastor and the Faith Formation Ministry team. These may include, but not be limited to Children's Christmas Pageant, third grade Communion class, regular intergenerational events, events to which they may invite non-Church friends, family at home materials and young children's music.

Communicate regularly with children, youth and families utilizing a variety of appropriate current and emerging technologies.

Prepare and solicit regular newsletter and media articles to infants, children, youth and families.

Attend staff meetings, council meetings and serve as an ex officio member of the Faith Formation Ministry Team.

Compensation

Annual Salary \$26,000 paid over 12 months
Vacation – Two Weeks per year
Continuing Education Days – 5 to 7 per year
Wider Church Events as designated

Agreement and Signatures for position of Faith Formation Director at Union Congregational Church, United Church of Christ.

The following signatures indicate an agreement regarding the duties and compensation package for the Director of Faith Formation at Union Congregational Church, United Church of Christ. This agreement may be reevaluated and adjusted annually, or more frequently, if indicated by either party and mutually agreed upon. (Director of Faith Formation and Personnel Committee).

Signatures:

Director of Faith Formation _____ Date _____

Faith Formation Ministry _____ Date _____
Team Representative

Moderator _____ Date _____

Pastor _____ Date _____

If interested, please contact Union Congregational Church United Church of Christ
churchoffice@elkriverucc.org
763-441-1203