

**First Congregational Church (United Church of Christ) of Colorado Springs
Employee Position**

Job Title: Director of Faith Formation

Reports To: Lead Minister

Salaried or Hourly: Salaried

Eligible for Overtime: No (exempt)

Supervisory: Yes **Employees:** Yes

Volunteers: Yes

Contractor/Vendor: No

Job Titles Supervised: Nursery Attendants

Financial Responsibility: Budget: Yes

Restricted Funds: Yes

Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary

General Purpose: Faith Formation is a spiritual practice and a ministry to the congregation. In line with the mission of the Church, the purpose of this job is to build connections with children and youth and to develop dynamic programs that explore faith from the cradle into adulthood, in concert with the overall theme of the program year.

Essential Duties and Responsibilities:

Children:

- Direct and ensure Kids' Community Worship, Godly Play Worship, and Faith Formation Hour programs on Sunday mornings are provided (roving classrooms, problem-solving with teachers and students, filling in as necessary, etc.).
- Recruit and train Sunday School teachers, Kids' Community Worship and Godly Play leaders, and other adult volunteers.
- Manage a program budget and order and distribute curriculum and supplies.
- Plan and lead Teacher / Leader trainings.
- Coordinate and lead a VBS-type program as directed by the Lead Pastor.
- Collaborate with the Faith Formation Ministry Team and staff members to connect young people to the life of the church.
- Coordinate with the James W. White Lectureship Team to implement a children's program on the weekend of the lectures, including planning the program and recruiting volunteer leaders.
- Participate in the hiring of Nursery Attendants and supervise the Nursery Attendant Supervisor, help solve problems, respond to performance issues, and conduct periodic performance reviews ensuring a safe and caring environment.
- Provide staff support to the Our Whole Lives (OWL) program recruits and train leaders for the OWL program.
- Coordinate the Multigenerational ministry of the congregation.

Youth:

- Plan, coordinate, and lead programs with Middle and High School youth providing curriculum and activities.
- Recruit, train, and support adult lay leaders for youth ministry.
- Plan and lead biennial Confirmation Class with pastors.
- Plan, coordinate and participate in youth mission trips.
- Facilitate youth involvement in local, Rocky Mountain Conference, and nationwide events.
- Promote camps and retreats offered by the Rocky Mountain Conference, assists youth with registration process, and administer scholarships/camperships.
- Work with Church Staff and Council to connect teens to life of the church.

Other:

- Gather attendance data for appropriate ministry areas and produce reports using Fellowship One.
- Maintain and collaborate with a Faith Formation Ministry Team focused on children and youth.
- Collaborate with Faith Formation Ministry Team and Staff on special events.
- Facilitate careful administration of Risk Reduction and Response Guidelines.
- Attend weekly staff meetings, and Multi-generational Ministry meetings as scheduled.
- Other duties as assigned by the supervisor.

Minimum Requirements:

Education: College degree in education or equivalent. Master's level in education or ministry preferred.

Experience: Two years of faith formation experience, educational instruction, volunteer management, and/or other experience working with the public in a church, school or other non-profit or for profit environment.

Other background demonstrating application of the following knowledge, skills and abilities:

- Ability to express and share your faith through the gift of teaching.
- An enthusiasm and passion for children and youth learning.
- Ability and willingness to model the mission of the Church in word and in deed on and off the job.
- Ability to have fresh biblical interpretation and creative application for all ages.
- Knowledge of learning styles, human development and ways of connection for learning.
- Interest in creating activities that will attract and empower the gifts of volunteers.
- Ability to organize and prioritize tasks, and to effectively manage work time.
- Ability to communicate effectively and appropriately both verbally and in writing. Ability to compose accurate hard and soft copy communication pieces. Ability to explain job expectations to volunteers.

- Knowledge of basic clerical skills. Ability to use basic office machinery, computer applications and the Internet, and to organize records efficiently.
- Ability to maintain confidential information reliably.
- Skill in collaborating with the Church staff and lay leaders to support the mission of the Church.
- Problem-solving skills that result in a harmonious completion of responsibilities and that encourage cooperation and support among all who serve the Church.
- Ability to work cooperatively with persons of all ages, races, religions, gender expression and sexual orientation.
- Ability to work independently as well as within a team.

