

Plymouth Congregational, UCC, in Fort Collins, CO is a progressive, open and affirming and immigrant welcoming congregation right in the middle of large university town and adjacent to the campus. Our congregation loves learning, social justice action, engaging worship and welcoming people of all ages wherever they are on their faith journey. We are looking to welcome a new full-time Director of Christian Formation (Children and Youth) to our dynamic staff team to help us continue building our programming for children, youth and their families during this time of pandemic and post-pandemic programming.

With a membership of roughly 650, we regularly had 330 in worship on a Sunday when we were worshipping in person. We had two services in the morning with a dedicated formation hour for all ages between them. Currently we have a pre-recorded morning service and an evening Zoom service. Our website is www.plymouthucc.org.

The Director of Christian Formation (Children and Youth) has responsibility for providing all children and youth programs for Christian Formation as directed by the Supervising Associate Minister and in tandem with the Christian Formation Board. Children and youth education at Plymouth includes nursery care (infants), preschool, K-5th grades and middle and high school programs. Salary is commensurate with conference with years of experience in the field.

Essential Functions

- Oversee the development and continuation of programs for children and youth in consultation with the Christian Formation Board.
- Train and support volunteers for these programs. Assist Christian Formation Board in
- Communicate with the congregation, families, volunteers, and staff about regular and special events.
- Coordinate with teen-led committee that organizes and leads the yearly High School /Neighbor to Neighbor Homelessness Prevention Program Sleep Out vigil and fundraiser. Also coordinate with Outreach and Mission Board in facilitating the Sleep Out.
- Promote UCC conference-wide retreats and summer camps and attend as needed.
- Work with ministers to plan and co-lead confirmation programs on a bi-ennial rotation.
- Work with youth to plan and co-lead mission trips.
- With pastoral and music staff, work on ways to incorporate children and youth meaningfully into worship and to connect them with adults in the congregation.
- Oversee and implement the Safe Church policy of the church including, background checks of volunteers.
- Oversee the hiring of a 5-7 hour a week nursery staff coordinator who then helps coordinate the hiring, training, scheduling, and performance of childcare/nursery staff.

Other responsibilities

- Participate as a regular part of the church staff including staff meetings, retreats, etc.
- Maintain strong, open communication with staff, volunteers, committee members, parents and with the Church as a whole.
- Be a supportive presence among the congregation at all Sunday and special/holiday worship services year around.
- Have proficiency working with a computer and working online for communications with families, youths and staff as well as for programming as necessary in pandemic situations.

- Other duties as assigned by the Associate Minister.

Minimum qualifications

- High emotional intelligence coupled with the ability to mentor children, youth and their families, be an active listener and a team member on a collaborative staff.
- Bachelor's degree.
- Familiarity with United Church of Christ theology, ecclesiology policy and practice.
- Minimum of 2 years of experience with Christian Education and/or working with children and youth in an educational setting.

Physical requirements

- Able to move freely in and out of different small-group settings, e.g., homes, churches, businesses.
- Able to speak in a public forum.
- Able to drive a 12 passenger van.
- Able to lift 30 pounds, the weight of a small child, in case of an emergency situation.

Core Competencies

- *Interpersonal skills.* Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy, patience and tact; is regarded as a team player.
- *Trust and integrity.* Abides by Plymouth's personnel policies; follows the UCC Christian Educator's Code; is widely trusted; seen as direct and truthful; keeps confidences, admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.
- *Communication.* Provides the information people need to know to do their jobs well; helps people understand the information and its relevance to the task at hand; is timely and transparent in the sharing of information; works with other church staff to promote programs.
- *Developing volunteers.* Able to identify talent and recruit capable people into positions of responsibility; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable.
- *Organizing.* Can gather and organize resources, e.g., people, to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently; can develop and work within a budget.
- *Planning.* Sets objectives and goals; develops schedules and task/people assignments; anticipates and adjusts for problems; measures performance against goals; evaluates results.
- *Comfortable with an online environment.* Able to create online interactions in Christian Formation for families to use at home. Able to record video programming and work in a

variety of platforms including Zoom, Google Suites, Sign-up Genius, Doodle Polls, Slack, Brightwheel and When I Work.

Fort Collins, CO, the home of Colorado State University, is located in the foothills of the Rocky Mountains. Rocky Mountains National Park is within an hour and a half drive. The people of Fort Collins love biking, hiking and walking their dogs on the many bike trails and in the many parks and open spaces. Fort Collins also has many arts organizations, theaters, music organizations and museum. It is also within an hour and a half drive of downtown Denver that holds regional theaters, art museums, a symphony orchestra and sport arenas.

Please submit your resume and application letter to:
Search Team for Director of Christian Formation (Children and Youth)
Plymouth Congregational Church, UCC
cfposition@plymouthucc.org