



Send cover letter and resume to
marta@plymouthucc.org and moderator@plymouthucc.org

Job Description: **Acting Director of Christian Formation**

Reports to: Sustaining Minister

Directly Supervises: Volunteers

Status: 20-30 hours a week

FLSA: TBD

Job Summary

This is an acting role for the July 2025 – June 2026 program year, with potential for growth and the opportunity to transition into a permanent position. The focus of this role is in the area of Children, Youth, Family, and Adult Ministry.

Scope of Work

Worship Contributions

- In collaboration with pastoral staff, prepare and lead Children's Time during worship approximately twice a month.

Children, Youth, and Family Ministries

- Coordinate children's and youth ministry programs. (typically Sunday morning, including Our Whole Lives, Sexuality and Our Faith, and Confirmation)
- Supervise and support youth volunteers, adult leaders, Sunday School teachers, and nursery staff.
- Foster ministry opportunities for young families and adults.
- Serve as support staff to the Board of Christian Formation.

Adult Faith Formation

- Partner with the Board of Christian Formation and pastoral staff to create and coordinate opportunities for adult faith development.
- Support lay leadership in facilitating adult programs (typically 3–4 small groups on Sunday mornings) and weekday classes or book studies.

Community Engagement & Service

- Serve as a church representative in the broader community by leading and supporting participation in events such as Pride, Vacation Bible School, and La Foret camps/retreats.
- Provide staff support to the Congregational Life Board.

Lay Leadership Development

- Encourage and support members of the worshipping community in creating and leading ministries and programs, and provide training for volunteer roles.

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Faith Formation & Vitality

- Promote spiritual growth through prayer, Bible study, service, and other formative opportunities.
- Identify and share helpful resources with lay members to enrich their faith journeys.

Core Competencies

We're seeking someone who can recruit and nurture a vibrant community of volunteers and lead with energy and vision.

- **Connector** – Builds strong relationships within the church, local community, and broader faith network.
- **Initiator** – Recognizes needs and takes proactive steps to address them.
- **Collaborator** – Fosters partnership and shared leadership among staff, members, and the wider community.
- **Coordinator**—Organizes events and activities to ensure that staff and members work together effectively.
- **Communicator**—Conveys or exchanges information or ideas.
- **Organizer**—Arranges activities and events by systematically planning and coordinating the efforts of staff and members.

Qualifications

- Bachelor's degree from an accredited educational institution.
- Formal theological education, preferred.
- Experience in lifespan education.
- Experience with coordinating volunteers.
- Computer literate.