

## **Director of Faith Formation and Programming**

The Director of Faith Formation and Programming will be responsible for developing programs for youth, adults and children from pre-school age through fifth grade. The Director will engage children with exciting and relevant opportunities for learning, serving, and growing towards a meaningful relationship with God. Director will be responsible for providing leadership and effective communication for youth and adult Sunday School classes and other Christian Formation offerings (such as Vacation Bible School, book studies, outdoor education, etc.). The Director will engage all ages with exciting and relevant opportunities for learning, serving, and growing towards a meaningful relationship with God.

### ***Leadership Skills:***

- Coordinate the Christian Education/Faith Formation programming for pre-school, elementary children, youth, and adults.
- Be present at Christian Education/Faith Formation sponsored events, classes, and youth activities especially on Sunday mornings.
- Develop and implement Christian Education/Faith Formation outreach to Trinity Nursery School students and their families.

### ***Organizational Skills:***

- Research, plan, review/revise, and implement annual curriculum with input from teachers.
- Work closely with CE Team to organize annual education needs.
- Recruit, orient and coordinate training for new and returning volunteer teachers.
- Provide materials, resources, and support for teaching.
- Comply with all church and administrative policies, including management of the Christian Education budget (with input of the CE Team), as well as Safe Church Policy which includes monitoring needed background checks and training.
- Update, review and use registration and attendance records.
- Determine classroom age groups appropriate for congregational needs with input from teachers.
- Organize special programs and summer programs with other church staff.
- Support and evaluate current children's Faith Formation programs in place.
- Coordinate a youth program to include activities, retreats, worship participation, and community service in collaboration with youth.
- Work with minister collaboratively for worship/children's message, coordinate children's church programming and staff, making sure there are 2 people scheduled for the nursery, and the confirmation program.
- Manage supplies, inventory, and equipment needed to have a successful Christian Education program.
- Submit annual budget requests to CE Team for inclusion in the church budget process.
- Organize and implement women's retreat and spirituality programming.
- Organize and implement annual Block Party.
- Organize and implement summer Church School projects and special summer family events.

### ***Communication Skills:***

- Be a team player and work with the CE Team and congregation to cultivate teachers.
- Call and manage CE Team meetings, as needed, to collaborate on program needs and celebrate successes.
- Communicate with parents and caregivers to invite participation in church school programs.

- Be visible and available to students, youth, parents, and teachers while keeping issues of confidentiality and privacy in mind.
- Communicate to congregation through regular church announcements, E-Tidings, Facebook, etc.
- Communicate appropriate upcoming events with Trinity Nursery School and Trinity House residents.

#### **KNOWLEDGE REQUIRED BY THE POSITION:**

- Biblical knowledge and commitment to Children/Youth ministries and adult Faith Formation programming.
- Proven ability to understand, develop, and implement curriculum.
- Experience with volunteers and young people.
- Relevant experience or related degree in teaching and/or faith formation.
- Strong organizational skills, task orientation, and ability to delegate in a timely manner.
- Committed to conveying Christian values through Christian Education/Faith Formation programs for all ages.
- Committed advocate for United Church of Christ perspectives and participation in Penn Central Conference/UCC national events and opportunities.
- Interest in creative approaches with high energy and innovative ideas.
- Positive attitude, open to influence and suggestions as well as constructive feedback.
- Ability to work independently with minimal supervision.
- Ability to listen with an open mind.

#### **SUPERVISORY CONTROLS:**

The Director performs work independently; however, the Director does work with pastor and organist and the Worship Team in planning and providing leadership to the over-all church program. The Director reports directly to the Pastor for all issues pertaining to church and programming.

#### **PERFORMANCE APPRAISAL:**

Performance appraisal will be done on a yearly basis starting in January. Director will be evaluated on performance based on the previous year and will be assessed from a variety of levels. The Pastor will send out an evaluation form to targeted audience such as Consistory members, church members, and other parties that the Director interacts with on a normal day to day operation. Upon feedback, the Pastor will then meet with the Director in a face-to-face interview to go over the appraisal. The Director will have to acknowledge the appraisal by signing and dating the appraisal in concurrence to the review. Once this is completed, then the Pastor will notify the personnel committee that the evaluation is complete. The personnel committee chair will review the evaluations for 2<sup>nd</sup> level review. The performance appraisal will be in the employees personnel file located in the office. If the Director is not happy with the performance appraisal, the incumbent will notify the personnel committee of their dissatisfaction and then personnel committee will proceed forward with the situation.

#### **WORK ENVIRONMENT:**

Most work is performed in church setting.

#### **WORK HOURS:**

The Director of Faith Formation and Programming position is a part-time position for 20 to 25 hours a week on average. Some weeks might be more than 25 hours, others might be under 20. Consistent Sunday coverage is expected and necessary.