



Director of Faith Formation Job Description

Christ Lutheran Church, San Antonio, TX, www.clcah.org

“Our mission is to inspire and nurture children and youth to foster a life-long relationship with God, the Christian church, and fellow followers of Jesus.”

DESCRIPTION

The Director of Faith Formation serves the congregation by designing and implementing the children’s, youth, and family ministries of the church, seeking to foster key relationships that will promote the development of faith in young people’s lives. These relationships should be between the youth and adult mentors, amongst the youth themselves, and first and foremost be founded on a strong relationship with God.

Developing church leaders and members as volunteers is pivotal in this role. The Director empowers and equips existing and new leaders to create an impactful mentorship structure for children and youth through programming and relationship-building.

We are seeking a person of deep faith who has enthusiasm and passion for children and youth and a concern for their faith formation. Also, the Director should relate well to parents and understand that the most crucial aspects of discipleship and Christian teaching occur in the home, working alongside parents to encourage them in leading their children to know God.

DUTIES

- **Leadership:** The Director sets a strategic vision for children’s and youth ministry and defines key and consistent programming and ministry that achieves that vision.
- **Teamwork:** The Director works alongside the Faith Formation Team, meeting regularly with them for planning and executing ministries, delegating events and areas of ministry as able and appropriate so that members take key leadership roles in children’s, youth, and family ministry.
- **Administration and Communication:** The Director develops and maintains a yearly budget and coordinates fundraising opportunities to offset ministry costs. The Director attends weekly staff meetings, prepares an annual congregational report, and provides articles and updates through the church newsletter, Constant Contact, Sunday bulletins, the church website, regular mailings, and social media.
- **Program Planning:** The Director is responsible for the administration of all children’s, youth, and family programming (see list below). This includes preparing materials; volunteer recruiting, training, coordinating, and support; communication with parents and students; evaluating programs and curriculum; selecting and purchasing resources; building relationships with all ages; and some teaching.
 - **Sunday School**
 - **Vacation Bible School**
 - **Wednesday Night Ministries**
 - **Confirmation**
 - **Faith Stepping Stones**
 - **Summer Camps/Retreats**
 - **Jr. & Sr. High Ministries**
 - **High School Mission Trip**

- **Relational Ministries:** The Director builds crucial one-on-one relationships with all youth, children, and parents, investing in our youth, children, and families (e.g. taking a teenager out for coffee to “check-in”, attending a basketball game or dance recital, eating lunch at school if allowed, etc.). The Director models the Christian life by always conveying an attitude of grace and forgiveness, by worshiping regularly in our faith community, and by walking as a disciple of Jesus.
- **Children’s Messages:** The Director offers Children’s Time during Sunday worship on a regular basis, relaying messages focused on God’s love and Christian discipleship in age-appropriate ways that allow children to engage and grow in their faith.
- **Day School:** The Director helps to coordinate and lead daily chapel for our Day School and ensures effective communication and teamwork between the ministries of the church and the Day School, including sending a weekly update on church ministry opportunities for the Day School to include in their communications.
- **Continuing Education and Networking:** The Director attends gatherings of other professional youth leaders and builds relationships with area colleagues. The Director is encouraged to attend continuing education opportunities and will receive financial support to do so.

PERSONAL ATTRIBUTES

- Theology and values are in harmony with the congregation’s mission and vision
- Views this position as part of a vocational calling
- Has a professional work ethic and positive attitude
- Shows relational skills with youth, parents, staff, and community
- Can speak and lead from a genuine language and experience of faith
- Self-starter, motivates others, and is enthusiastic about ministry
- Creative and flexible, willing to be innovative and take on any assignment
- Able to build and empower a team of volunteers (Faith Formation Team and beyond) to accomplish specific tasks in support of the church’s vision for youth and family ministry

QUALIFICATIONS

- Bachelor’s Degree preferred
- Thorough knowledge of the Bible, Lutheran theology, and a theory and practice of youth and family ministry
- Passion for and experience with working with youth and children
- Skilled in using Word, Publisher, PowerPoint, and Canva
- Will agree to a criminal background check and provide proof of a valid driver’s license and car insurance

COMPENSATION & HOURS

- This is a salaried position with health insurance and retirement benefits as well as three weeks of paid time off annually.
- This position requires 40 hours a week and availability to work evenings and weekends based on programming needs with the benefit of flexible hours during the weekdays.

**If interested in the position, please send resume and cover letter to
Rev. Leslie Price, Senior Pastor, at leslie@clcah.org by April 21, 2025.**