

TLLC Job Description Form: Adult Faith Formation Coordinator

<p>Department: Faith Formation</p>	<p>Pay Classification: Hourly – Estimated 15 hours/week</p>
<p>Reports To: Senior Pastor</p>	<p>FLSA Status: Non-Exempt (Part Time)</p>
<p>Job Summary: The Adult Faith Formation Coordinator works in consultation with the Senior Pastor and the Faith Formation Team to enhance and grow the faith of adults in Triumphant Love’s ministry. This person will design and facilitate adult education opportunities utilizing new and existing classes in order to carry out the congregation’s overall purpose – To celebrate & share God’s grace – and the three-year strategy – Growing a Generous Faith.</p>	
<p>Minimum Required Education:</p> <ul style="list-style-type: none"> - Bachelor degree in education or related discipline; or equivalent experience. 	<p>Minimum Required Experience:</p> <ul style="list-style-type: none"> • Prefer 5+ years of education and/or church faith formation experience.
<p><u>Personal Faith & Commitment</u></p> <ul style="list-style-type: none"> • Faithfulness in marks of discipleship: worship; prayer; giving in time, talents, & treasure; involved in personal and corporate Bible study • A personal sense of mission to this position at TLLC and a willingness to learn and embrace TLLC’s vision • Passionate about learning, faith formation, and teaching others <p><u>Lutheran Framework</u></p> <ul style="list-style-type: none"> • Knowledge of Lutheran theology, including Luther’s Small Catechism, Luther’s Works, Book of Concord <p><u>Task-Related Skills</u></p> <ul style="list-style-type: none"> • Lead various adult faith formation formats, including lecture, discussion, and small group • Lead existing faith formation classes for adults • Assess and identify new faith formation opportunities for adults • Assist in connecting theology/faith and action in the community • Attend related Outreach Ministry events • Empower and equip members to start and lead new groups • Communicate effectively through verbal, written, and social media platforms 	<p><u>Vision</u></p> <p>In consultation with the Senior Pastor and the Faith Formation Team:</p> <ul style="list-style-type: none"> • Capture a vision of adult faith formation that is congruent with being an ELCA Lutheran congregation • Articulate and implement that vision of faith formation with and through other staff and volunteers • Develop a long-range adult faith formation plan • Recommend topics, curriculum, studies in conjunction with TLLC’s yearly themes and strategies <p><u>Faith Formation Planning and Facilitating</u></p> <ul style="list-style-type: none"> • Attend staff meetings (weekly) and Board of Ministries meetings (monthly) and coordinates/facilitates Adult Faith Formation meetings (monthly) • Lead or equips leaders for Adult Faith in Action Class (Sunday mornings) • Work with Deacon of Children, Youth, & Family Ministry to create a comprehensive Faith Formation Ministry • Oversee curriculum, resources, and copyright compliance • Oversee Adult Faith Formation Budget <p><u>Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Effectively inspire, empower, and equip volunteers to live out their faith, learn, and lead “beyond the church walls” • Be a servant-leader • Collaborate with staff, lay teams, Board of Ministries, and Council