

Children and Youth Faith Formation Coordinator Job Description

Principal function: the Coordinator will organize and oversee the planning and implementation of the faith formation program for children/youth from birth through adolescence

Duties and Responsibilities

Sunday Morning Children/Youth Faith Formation Program:

1. Seek, train, and mentor teachers
2. Develop and maintain a system of ongoing meaningful connection for parents/guardians between CYFF happenings and home (e.g. invitation to Sunday program participation, outline of Faith Formation goals, monthly prayer, take-home weekly summary of lesson, upcoming events, other)
3. Maintain connection with children/families through follow-up on absentees (after 2 absences), and handwritten correspondence for significant life events (e.g. birthday, holidays, death of a loved one or pet, special achievement outside of church (school, sports, other))
4. Create and ensure maintenance of clean, well-organized, inviting, and meaningful physical learning environments
5. Inventory and purchase supplies
6. Maintain and report accurate enrollment and weekly attendance records
7. Organize and maintain CYFF storage areas
8. Originate and implement, with the support of other church volunteers, Pastor, and CYFF Ministry Team, special programs (e.g. Christmas, Easter, Children's Sunday, others)
9. Enlarge CYFF membership
10. Support quarterly church community outreach programs
11. Additional duties which may arise to support CYFF program.

In collaboration with CYFF Ministry Team and Pastor:

1. Attend all CYFF Ministry Team meetings
2. Develop a budget and maintain ongoing record of expenditures
3. Develop a CYFF Mission Statement and age-appropriate faith formation goals
4. Research and choose curriculum in alignment with faith formation goals,
5. Plan, coordinate, and implement simple quarterly mission service projects for the children
6. Develop and support intergenerational congregational activities in and out of worship (monthly or quarterly)
7. Support intergenerational "Community Connections" outreach activities and programs
8. Annual review and revision of pertinent Safe Sanctuary Policy, including mandatory reporting guidelines.
9. Provide annual training to teachers and church community in pertinent Safe Sanctuary policies.

Communication:

1. Coordinator reports to, and communicates any issues/concerns directly with, the Pastor

2. Keep Pastor informed of a child's/family's significant life event, and who may need a pastoral visit.
3. Keep congregation informed of CYFF activities via worship announcements, Weekly News, newsletter, Facebook, other
4. Prepare CYFF Ministry Annual Report
5. Advocate for the CYFF Ministry program through a seat on the Board of Directors (a non-member has a voice, but no official vote)

Professional and personal development:

1. Keep abreast of current best practices and resources in children and youth faith formation; take related workshops, webinars, and opportunities to network with peers.
2. Nurture personal spiritual growth and development through a daily spiritual practice and personal and corporate study
3. Participate in yearly performance review