

Sample Full-Time Job Description

Title: Minister of Lifelong Faith Formation Ministries

Purpose of the Position: To provide overall leadership in faith formation ministries and fostering spiritual growth for all ages.

The Minister of Lifelong Faith Formation Ministries will provide nurture and guidance for all aspects of spiritual and faith formation in accordance with the mission and vision of the congregation, and the goals, objectives, and policies established by the Faith Formation Board-(or other responsible body).

The Minister of Lifelong Faith Formation Ministries will provide counsel and recommendations to the Faith Formation Board (or other responsible board or committee) for programs, resources, and volunteers.

The Minister of Lifelong Faith Formation Ministries will oversee the administration of all faith formation programs; work with the Faith Formation Board (or other responsible board or committee) in the enlistment and training of volunteers, and work with clergy and other staff in the planning and coordination of the church's program and mission.

The Minister of Lifelong Faith Formation Ministries will keep the entire congregation informed of children, youth, and family activities/events and enlist their participation and support as often as possible, fostering faith-forming relationships across the generations.

Responsibilities

CHILDREN, YOUTH, AND FAMILIES

Focus of Time

- Establish regular office hours for availability to staff, volunteers, and parents.
- Participate regularly in corporate worship, and work with the senior minister to include children and youth.
- Attend meetings of the Faith Formation Board (or other appropriate board or committee) and coordinate the agenda with the Chair.
- Attend meetings of the Church Council as needed.
- Regularly attend staff meetings.
- Work with volunteers to administer all programming for children, youth, and families.
- Engage in the life of the congregation (such as pot luck suppers, fund raisers, etc.) for further connection with children, youth, and families and the promotion of their growth in faith.
- Focus on active retention of children, youth, and families by maintaining ongoing relationships and use the current communication tools of the congregation.
- Maintain relationships with service agencies in the community to partner with the congregation's faith formation and mission programming.

Administrative

- Oversee the recruitment of volunteers and substitutes.
- Provide support, training, and appreciation of volunteers.
- Provide leadership in the evaluation and selection of curriculum and resources.
- Keep up-to-date records of the children, youth, and families of the congregation; and share with the ministers.

- Maintain an inventory of Bibles, curriculum, and other resource materials.

PROGRAM

- Initiate, coordinate, participate in, and evaluate intentional, sustained, faith-forming experiences for children, youth, and adults, including intergenerational opportunities and corporate worship.
- Implement, coordinate, and supervise seasonal intergenerational opportunities and events/programming, highlighting church holidays and traditions of the Church and this congregation.
- Curate online resources to be shared with families, youth, and adults.
- Adapt to the changing landscape regarding in-person, virtual, and hybrid faith and spiritual formation opportunities, using best practices for this particular congregation.

PROFESSIONAL GROWTH

- Engage in at least one educational opportunity (webinar, course, workshop, conference, and/or other form of continuing education) annually.

EVALUATION OF PERFORMANCE AND COMPETENCE

- Participate in an annual review process with the Staff Relations Committee and the senior minister.

Personal Qualifications

- Commitment to the Christian faith
- Enthusiastic and optimistic about faith formation ministries
- Able to work effectively with people and have concern for their nurture as persons and as disciples of Jesus Christ
- An effective communicator, is organized, self-directed, collaborative, and innovative
- Possesses adaptive leadership skills; is able to identify and act on signs of change

Professional Qualifications

- Academic training in religious education and theology, or equivalency through webinars, conferences, courses, and workshops. Such training should include work in theology, biblical studies, human & faith development, and educational theory

Experience

- Experience in the church in either volunteer or professional positions and/or experience in teaching, leading, administration and supervision
- Familiarity and proficiency with current digital, communication, and social media tools
- Bachelors degree or above
- Willingness to enroll in and attend the classes in the Southern New England Conference Faith Formation Leadership Program (<https://www.sneucc.org/certification>), as needed

Supervised by and directly responsible to: the Senior Minister