

TSLC Director of Faith Formation Job Description

Reports to: Lead Pastor

Status: Full Time (40+ hours/week)

FLSA: Exempt

Effective Date: 9/8/2020

Job Summary: The Director of Faith Formation will provide hands on leadership with the children's, youth, family, and entire Christian education ministry of the congregation.

Essential Functions:

Responsible for:

- Assessing the needs of the congregation in the assigned ministry areas
- Choosing and evaluating Christian education materials (annually)
- Choosing a VBS program and participating in its leadership
- Coordinating Adult Christian education opportunities and assessing future needs
- Being present to teach and participate in Sunday School
- Communicating regularly with families about ministry activities/events
- Building relationships with children, youth, and parents; making one-on-one connections
- Organizing and coordinating regular children's and youth ministry activities
- Fostering relationships between our youth, and also foster relationships between youth and mentors in the congregation.
- Working to build a community of parents.
- Coordinating and teaching in the congregation's confirmation program
- Providing leadership, in conjunction with laity, for planning, implementing, supporting, recruiting, training, and coordinating the programming of these ministry areas.
- Encouraging youth participation and involvement in congregational, synodical, and church-wide gathering events, and attend those trips with them.
- Incorporating children and youth fully into the worship and ministry life of the congregation.
- Providing some leadership and program development for the Congregational Retreat.
- Attending meetings of the Congregation Council and provide a monthly report in advance.
- Providing primary staff support for the following standing committees: Christian Education, Keeping Your Congregation Safe, and Youth and Family.
- Preparing and maintaining the budget for areas of ministry in conjunction with the corresponding committees.
- Working on cooperative ministry initiatives with other congregations in Mechanicsburg and in the West Shore Conference of the Lower Susquehanna Synod.
- Attending staff meetings regularly
- Contributing to the creation and editing of congregational publications, such as newsletters.
- Maintaining confidentiality.

- Performing other duties or assignments as determined by the Lead Pastor and Church Council.

Minimum Qualifications:

- A bachelor's degree and training/experience in Youth Ministry, Family Ministry, and Christian Education.

Physical Requirements:

- Sitting at a desk for extended periods of time. Standing for limited periods of time. Regular bending, stooping, twisting, reaching, grasping walking, sitting, and typing.
- Visual acuity to read correspondence. Auditory acuity to be able to listen to others. Ability to speak clearly and distinctly.

Work Environment:

- Office setting, Church Sanctuary, Sunday School classroom, mostly inside with an occasional camp, retreat, or travel setting.

Core Competencies:

- Priority Setting: spends his/her time and directs the time of others to what is important; quickly identifies critical issues and ignores or minimizes distractions; can determine what will help or hinder accomplishing a goal; strives to eliminate roadblocks; demonstrates focus.
- Team Orientation: Demonstrates interest, skill and success in team environments; promotes group goals; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork.
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; maintains confidences.
- Communication Skills: Establishes good working relationships with others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; communicates effectively both verbally and in written communications.
- Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can comfortably handle risk and uncertainty; is flexible.
- Time Management: Is able and willing to focus time on tasks that contribute to the organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- Motivating Others: Creates a climate in which people want to do their best; can motivate volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.