

Job Description

Director of Faith Formation

Effective: July 29, 2020

Reports to: Senior Minister
(Receives support from any Faith-Formation related oversight team that may be developed, but reporting relationship remains with senior minister as head-of-staff)

Directly Supervises: Faith Formation program volunteers only.

Status: Part-time, salaried, FLSA-exempt.
Expectation of, on-average, 15 hours per week working time

Job Summary

The Director of Faith Formation will provide overall leadership for the ministries of faith formation and education of the congregation, including providing guidance, ensuring resources, and planning for formation activities for all life stages (children, youth, and adults).

Essential Functions:

- With lay leadership, coordinate the congregation's Sunday morning faith formation activities, Vacation Bible School, and/or other such similar programming as may evolve, providing guidance, creative and artistic ideas, and oversight to program administration as well as curriculum selection and/or content development.
- With lay leadership, coordinate recruitment, training, and support of teachers for Sunday morning faith formation activities and other programs, and in particular ensure that all faith formation volunteers have received Safe Church training in accordance with church policies.
- With lay leadership and the Senior Minister, coordinate and provide resources for faith formation opportunities for adults of all ages, such as adult Sunday School offerings, mid-week discussion groups, small groups, occasional workshops, events, speakers, seasonal (Advent, Lent) studies and other such activities.
- Provide oversight to the volunteer leadership of the congregation's middle- and high-school youth group, providing resources and support to these leaders as needed.
- Be available to serve among the leaders of the congregation's youth groups as may be dictated by the overall constellation of youth group leaders at any given time.
- Assist the Senior Minister in coordinating the Confirmation process, and be available to share in teaching as needed.
- With lay leadership, organize and resource the family-friendly "PRAYground" area in the church sanctuary.
- Coordinate the provision of Children's Messages during Sunday worship, being available to be among the leaders of such moments along with the Senior Minister and other congregants. Find opportunities for congregants of all ages to take an active part

in worship.

- Coordinate intergenerational activities oriented toward faith formation objectives.

Other Responsibilities:

- Attend all-staff meetings.
- Collaborate with the Communications and Digital Ministry Specialist in designing and implementing publicity to inform and attract congregation and community alike regarding Faith Formation ministries.
- Work collaboratively with relevant ministry teams.
- Attend meetings of the church's Governing Board if needed.
- Establish regular office hours for availability to staff, teachers, and parents.
- Prepare reports as requested by the Senior Pastor.
- Maintain a budget for areas of oversight, and work with the Senior Minister and Governing Board during the annual budget process to indicate financial resources needed for the adequate performance of the work.

Minimum Qualifications:

- Bachelors' Degree
- Demonstrated experience in program administration, preferably within a congregation / faith community environment
- Demonstrated experience recruiting and training volunteers, preferably within a congregation / faith community environment
- Demonstrated experience in teaching, especially among children and youth
- Overall ideological alignment with SCC mission & values
- Some background in Christian theology, spiritual practices, and/or biblical studies, and a commitment to ongoing study via conferences, courses, workshops, etc.
- Ability and willingness to be present on Sunday mornings for worship and for programmatic needs before and after worship (typically 8:30 or 9:00 am to 12:00 or 12:30 pm)

Core Competencies:

- ***Missional and faith identity alignment:*** Demonstrates understanding and full support of the mission, values, and faith orientation of the Storrs Congregational Church UCC as a welcoming, historic, and progressive Christian faith community in the mainline Protestant Reformed tradition. Committed to providing support for the nurturing of children, youth, and adults as persons and as disciples of Jesus Christ. Unreservedly supports the church's identity as an Open and Affirming (i.e. LGBTQ+ affirming), Just Peace, and Accessible to All congregation.
- ***Interpersonal Skills:*** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Models and maintains healthy boundaries in all aspects of the faith community life and in all relationships within the community of faith he or she serves. Engages people positively, with a demeanor of optimism and abundance.

- **Educational Skills:** Able to utilize varied teaching and learning styles across age levels and life stages. Knowledge and understanding of human, faith, generational, and spiritual developmental theories and research. Able to translate theological and biblical concepts across age levels and life stages. Has knowledge and understanding of multiple intelligence theories and cultural frameworks for learning. Able to present and engage learners in processes of guided discovery that lead to the learners' insights and decisions. Able to teach others to teach—not as the sole faith former/educator of the congregation, but teaching with others and beside others.

Evaluation and Review

- Evaluated by the Senior Minister through regular informal performance conversations (no less than monthly), quarterly supervision meetings, and an annual performance appraisal.
- The congregation's employment policies and the senior minister's evaluation and review processes are overseen and supported by the Ministry-and-Personnel Committee of the Governing Board (However, the Ministry-and-Personnel Committee does *not* engage in direct supervision or evaluation).

Office Arrangement

- An office will be shared with the Communications and Digital Ministry Specialist which will provide workstations for both positions (desktop or laptop, office telephone, email account, and other IT support).
- The Office Administrator and the Communications and Digital Ministry Specialist will provide basic office/administrative assistance and support services.

Compensation & Benefits

- Annual Salary: \$15,600 (\$20/hr equivalent for expected work hours)
(This is in approximate alignment with UCC conference guidelines for a faith formation practitioner possessing a bachelor's degree.)
- Paid vacation leave T.B.D.
- 1 week (or equivalent) paid leave for continuing education / professional development

(Please note, the church is exempt from contributing to federal and state unemployment insurance payments. This means that church employees are ineligible for unemployment benefits related to their employment with the church at the ending of such employment.)

Contact:

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