

East Brentwood Presbyterian Church

DIRECTOR OF FAITH FORMATION

The Director of Faith Formation will create and maintain dynamic Christian faith formation programs for all ages (children, youth and adults) that are in harmony with the Reformed tradition and PCUSA. Working closely with the Pastor in planning and leading faith formation – linking faith formation and worship planning and participating in worship - and with a team of volunteers, and in coordination with church staff and EBCA leadership, s/he will lead an educational ministry that provides understanding and connection to our faith foundations while encouraging spiritual growth and participate in worship several times a month. The Director will support the community's efforts in external mission and service. The Director will focus attention on the design and implementation of a new member engagement model and as part of that effort will help lead communication efforts through print and electronic communications.

All Areas (EBCA and Church)

- A. Implements the Child Protection Policy in the EBCA and Church, including oversees obtaining criminal background checks on volunteers and all hired EBCA and Church staff in contact with children.

East Brentwood Children's Academy (EBCA)

- A. Serve as a consistent, approachable, and welcoming EBPC presence for EBCA parents and children.
- B. Support an EBCA Chapel staff member in planning classes for regular weekly chapel class and potentially lead monthly group chapel.
- C. Coordinate with the EBCA Director joint initiatives between EBPC and EBCA that connect church and EBCA families (ex. Parenting Classes, Springapalooza, Rally Day, Fall Festival, etc.)
- D. Participate in the EBCA Advisory Committee

Faith Formation

- A. Intergenerational Faith Formation: Participate in the weekly worship/faith formation planning with the Pastor and Music Director and participation in worship/faith formation through our in-person worship and through our online/digital presence.
- B. Direct the children and youth, and adult faith formation programs. Ensure the milestones for children, youth, and their families and adults are carried out and communicated to the congregation at large; know all children, youth, and families by name.
- C. Coordinate, plan and serve as the point person for Middle and High School youth.
- D. Work closely with the pastor and small group leaders in cultivating discipleship through small group formation.
- E. Align with External Care Ministry goals for the Church to support these efforts via educational programming and church life events. Support the work of the External Care Ministry Team (e.g., plan activities, support activities, mission interpretation, link service opportunities with EBCA and its chapel).
- F. Exploration and design of an engagement model for EBPC as a 21st Century Church and its eventual implementation in coordination with the pastor and volunteers.
- G. Engagement: Build meaningful relationships with children, youth, and parents and works in cooperation with other staff members and lay leadership of the church.
- H. Oversee the integration of children and youth into the life and ministry of the church, including worship leadership.
- I. Prepare annual budget input for Children, Youth and Adult Faith Formation Ministry area.

- J. Select Sunday School and Curriculum and obtain approval by Pastor and Christian Faith Formation Ministry Team. Work with the pastor and volunteers in developing the adult faith formation offerings.
- K. Create content (words and images) and messaging for communications for all ministries programs and coordinate distribution on all communication platforms, including, but not be limited to, Church Calendar, Newsletter, Website, Social Media Platforms, Realm. Coordinates with the Office Manager who is responsible for pushing out content through social media and Realm. The Director regularly monitors the website and coordinates with the website manager to ensure that the website is up to date and accurately reflecting faith formation, mission, and congregational life activities on our website.
- L. Assist Pastor in organizing and leading confirmation program run every two years for 7th grade and older youth.
- M. Recruit and train Sunday School teachers and program volunteers. Teach when necessary for children and youth.
- N. Lead Children's Time in Sunday Services.
- O. Working closely with the pastor (who will lead effort) in planning adult faith formation offerings (e.g., thematic studies, bible study) and may lead a class if time and interest permits.
- P. In coordination with the Youth Ministry Team, plan and execute special events and programs for the youth ministry (e.g., NaCoMe retreats, quarterly parent and youth service events, Back to School with a Purpose and the summer mission trip)
- Q. Oversee nursery—staff hiring, volunteer organization, space oversight and safety.
- R. Ensure that all first-time visitors with children or youth receive an exceptional welcome and timely follow up.
- S. Encourage youth to take the next step in their journey of Christian discipleship, including involvement in worship, leadership and youth educational opportunities.
- T. Review attendance monthly and follow-up with any youth or the parents of any children who have been absent for the month.
- U. Provide to the Pastor and Christian Faith Formation Ministry Team quarterly reports on enrollment and programmatic faith formation activities.

- **KNOWLEDGE/EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's Degree or equivalent experience
- an educational background in theology and bible and demonstrated experience in providing education in a church context is preferred, but not required.
- experience in marketing opportunities for participation, volunteering and discipleship is a plus
- experience in transformational church work is a plus

- **COMPENSATION, CLASSIFICATION and SCHEDULE**

- The Director of Faith Formation will be Full Time, Regular employee, classified as Exempt and paid on a salaried basis approximately \$55,000 annually depending on experience and qualifications.
- This position is scheduled for 40 hours per week, 52 weeks per year.

Resumes to:

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East Brentwood Presbyterian Church

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