

**Middleton Community Church  
United Church of Christ  
Faith Formation Director  
Job Description**  
*“Connecting Faith and Life”*

**Title: Faith Formation Director**

**Purpose of the Position:**

- To provide leadership and management of MCC’s Very Cool Sunday School (VCSS) program and Christian Education at all age levels.
- To build relationships between the church and members, especially new members.
- To recruit and coordinate volunteers for faith formation programming.
- To be engaged and provide an active and visible presence in the congregation on Sunday mornings and during scheduled activities.

**Responsibilities:**

In cooperation with the Board of Christian Education (BOCE) and other MCC staff, the Faith Formation Director is responsible for:

**Sunday School**

Leadership

- Provide counsel and recommendations for curriculum choices, programs, resources, and leaders.
- Foster an engaging and interactive learning environment with all stakeholders.
- Encourage family participation in the life of the church by:
  - Using traditional forms of church communication to send out active and frequent information about events
  - Extending personal invitations to events
  - Recruiting family volunteers for VCSS programs.
- Oversee VCSS morning education and to support programming each Sunday when education programs are in session.
- Maintain a timely and accurate system of record keeping that includes VCSS registration and attendance.
- Coordinate and supervise the recruiting and training of teachers, leaders, and other volunteers.
- Lead gathering time in VCSS.
- Create/support lesson plans.
- Set up classrooms; ensure all necessary materials are prepared and available.
- Publicize and encourage participation in UCC summer camps and other programming in the church community and the larger community through social media, formal church communications and personal contact.

Collaboration

- Collaborate with Children’s Music Director regarding VCSS programming, special services (e.g., Pageant, Youth Sunday), and Vacation Bible School, as well as other activities and events (e.g., Musical Sing-Along).
- Coordinate with Pastor and other church staff to lead Children’s Time during worship.

Special Programming

- Lead and collaborate with other leaders for special events such as, but not limited to:
  - Youth Sunday
  - Christmas Pageant
  - Family worship services
  - Vacation Bible School
  - Summer Servants
  - Very Hot Summer Spot

- Got it to Give
- Adult and family ministries
- Specific roles and responsibilities will be defined as appropriate for each event.

## **Youth Ministry**

### Leadership

- Plan events for middle and high-schoolers outside of Sunday School and confirmation (e.g, movie nights, game nights, field trips, mission opportunities, etc.).

### Collaboration

- Develop the youth ministry in collaboration with confirmation teachers, parents and current students.
- Work with the youth to establish a youth council and/or their own leadership roles within the church.

## **Adult Education**

### Leadership

- Develop resources and help small group leaders, as well as create other adult education opportunities.
- For at least the first six months, regularly attend as many small group events as schedule and workload permits.
- Demonstrate a commitment to personal education, innovation and faith development, making use of continuing education funds and time away.

### Collaboration

- Work with leaders in the church to continue to develop new education opportunities for adults and families.

*\*Christian Education work is expected to take approximately 26 hours per week.*

In cooperation with the Board of Membership and Fellowship (BOMF) and other MCC staff, the Faith Formation Director is responsible for:

## **Member Integration**

### Leadership

- Co-lead new member classes with the Pastor and members of BOMF.
- Engage in a mentoring process for new members to make sure they are finding ways to participate in the life and work of the congregation and to grow as disciples.
- Work with continuing members to help them find places to engage and be involved.

### Collaboration

- Work with boards to develop fellowship events for children, youth, adults, and families.

*\*Member Integration is expected to take 5-6 hours per week.*

## **Administration**

### Leadership

- Administer the Safe Church Plan by ensuring compliance with the policies and by doing background checks on new and existing volunteers.

### Collaboration

- Attend BOCE and BOMF meetings.
- Attend staff meetings.
- Engage in coordinated staff development.
- Collaborate with the Pastor and other staff in the planning and coordination of the church's yearly program schedule.

- Collaborate with church staff and church members to do visioning work and to coordinate activities and faith formation across various groups, such as the confirmation program, middle and high school groups, the Board of Mission and Stewardship and BOMF.
- Coordinate with other church staff and volunteers to develop Advent and Lenten programs.

### **Communication**

- Help people within and outside the church to forge connections with each other and with the many faith formation options within the church and community through the use of traditional church communication as well as both social media and direct contact.
- Maintain communication with the congregation and members regarding the church's educational opportunities and strive to enlist participation and support through the use of traditional church communication as well as both social media and direct contact.
- Maintain the bulletin boards in Fellowship Hall and Gathering Room to encourage participation.
- Create articles for website, bulletins, newsletters, etc. related to all Faith Formation and Christian Education programming.
- Provide content for Facebook updates.
- Take and post pictures.

*\*Administration and Communication is expected to be 8-9 hours per week.*

### **Qualifications:**

- Commitment to a progressive understanding of the Christian faith.
- Passion for working with children, youth, and families.
- Creative, energetic, and enthusiastic.
- Experience in education and/or youth ministry preferred.
- Excellent organizational and relational skills.
- Ability to multitask several projects at one time.
- Ability to recruit, organize, train, and sustain volunteers.
- Team player able to work well with little supervision.
- Familiarity with United Church of Christ and its commitment to social justice and inclusion

### **Compensation:**

- This is an exempt, salaried, at-will position.
- This is a full-time position with a salary based on experience and will be reviewed annually.
- A health insurance allowance and contribution to retirement plan are allotted.
- Two weeks vacation and four Sundays per year following a three month probationary period.
- Reimbursement for mileage and other work-related expenses.