

Glenside United Church of Christ – Position Description

Job Title: Minister/Director of Christian Formation	Last Updated: 7/9/21
Area: <input checked="" type="checkbox"/> Church <input type="checkbox"/> Pre-School	Reports to: Pastor
Position: Part time, 20 to 24 hours per week	

Job Summary: The Director of Christian Formation serves as a member of the church staff, directing and managing Christian Formation for all ages, with an initial focus on children and youth ages 3 to 18. The main goal during this initial period is to develop and lead ministries for Children, Youth & College Age persons and their families. This job is a “term position” for one year with the option to renew.

Job Responsibilities:

- **Overall**
 - Plan and coordinate Sunday School, Bible Study, and spiritual formation, seeking to involve both those in the community as well as the membership of the church.
 - Recruit, train, and support teachers and leaders for Sunday School and other Christian Educational and Formation ministries. Serve in partnership with church ministry volunteers, and assist the Pastor as required.
 - Work intentionally to facilitate the assimilation of new church members into Christian Education and spiritual formation ministries.
 - Keep congregation well informed about the church’s educational ministries through bulletin boards, the Sunday bulletin, the Weekly Newsletter, and the church website. Inform the wider community through external print and online media, banners on the church campus, and by other means possible within budget.
 - Supervise the nursery attendants during Sunday service, once this function returns post-pandemic.
 - Attend regular Staff meetings, and other meetings as necessary or required.
 - Develop and submit an annual budget for Christian Educational ministries and oversees expenditure of the approved budget.
 - Provide reports and perform other duties as requested by the Pastor and/or Church Council.
 - Keep a regular schedule of office hours.
 - Adhere to church policy.

- **Programs for Youth**
 - Create engaging programs and opportunities for youth ages 13 to 18 that will benefit and enrich their spiritual life and their life within the church.
 - Encourage and train Youth and College Age persons in all facets of the church’s life and work, particularly in leadership, planning and responsibilities in Sunday service and other programs within the congregation and in the community.
 - Actively reach out to youth and their parents to encourage their participation and involvement.
 - Participate with and get to know the Youth and their interests.
 - Follow-up after each program to assess if it met its goal/objective.

- Assess the need and provide for participation in programs such as mission trips, retreats, confirmation classes, Pennsylvania Southeast Conference, Regional and National Youth Events.
 - Recruit, support, equip, and train youth class teachers.
 - Assists the Pastor with an annual Confirmation experience.
- **Programs for Children**
 - Support, equip, and train Sunday School teachers as needed.
 - Initially, teach Sunday School to children ages 3 to 12 using the current Christian Education program.
 - Make an initial assessment whether to continue using the current program, or whether to add to it, or make changes. Make an ongoing assessment of the Christian Education program.
 - Assess the need for additional teachers and volunteers.
 - Work with the Pastor and staff as Sunday School transitions back to in-person teaching in September 2021.
- **Programs for Adults**
 - Assist the Pastor as needed with Adult Education and Bible Study.
 - Continue the current Adult Education and Bible Study, selecting new topics and volunteers as needed.
 - Assess if additional or different programming is needed.
- **Intergenerational Programs**
 - Organize and advertise a multigenerational program/activity at least once a year.
- **Outreach**
 - Work with Pastor, staff, Council, and the congregation to creatively develop ways to reach out to youth and families in the area.
- **Communication**
 - Creatively use different forms of communication – such as social media, GUCC’s website, Facebook, church newsletter, in-person announcements during service, etc. – to publicize and generate interest in programs/activities.
 - Stay up to date with, and use, many forms of social media to connect and communicate with Children, Youth, College Age and Adults on a regular basis.
- **Volunteer Involvement**
 - Create job descriptions for volunteer positions.
 - Recruit, train and supervise volunteer leaders for the programs listed above.
- **General Tasks**
 - Ensure that all programs for children and youth comply with Glenside UCC’s safe church policy.
 - Able to use virtual meeting tools, e.g., Zoom, etc. and computer skills.

Qualifications

- **Required Experience**
 - A contagious faith in God.
 - Experience working with children and/or youth.
 - Experience in Christian educational leadership.
 - Experience working with a progressive church and/or the desire to work with a progressive church.
 - Experience with social media and communication.
 - Enthusiasm for working with youth.
 - Creativity and ability to think “outside the box”.
 - Competence in use of Microsoft products.
 - A current Driver’s License.

- **Education**
 - A Bachelor’s degree in Education or relevant area is required. Master of Religious Education, Master of Divinity or relevant area is preferred.

- **Employment Required Clearances**
 - PA child abuse clearance, PA criminal background check, and FBI fingerprint check.

*Email resume to Eileen Araco at
Eileen.araco@verizon.net
preferably by 7/31/21*