

Glenside United Church of Christ – Position Description

Job Title: Director of Family Faith Formation	Last Updated: 2/27/2023
Area: Children/Youth/Families	Reports to: Pastor
Position: Salaried, part-time position (20-25 hours per week). Salary based on experience. Benefits include 4 weeks' paid time off, life & disability insurance, and a retirement contribution match.	

Job Summary

The Director of Faith Formation serves as a member of the church staff. They encourage Christian faith formation for of all ages within the congregation but hold primary responsibility to direct and manage these ministries for children and youth and their families, as well as cross-generational initiatives.

Staff members are expected to successfully complete an initial three-month probationary period. Job responsibilities shall include but not be limited to those listed in this job description.

Candidate Attributes

Glenside United Church of Christ is seeking someone with a contagious faith in God and enthusiasm for children and youth for our Director of Family Faith Formation. The ideal candidate will have experience in Christian faith formation leadership with children, youth, and families. They will possess creativity and an ability to think beyond “church as it used to be” toward church as it is emerging. They will eagerly support the vision and values of Glenside UCC, which is a progressive, Open and Affirming congregation. This person will understand the intersection of faith and justice, and be a successful navigator of diversity, equity, belonging, and accessibility. They will be an effective communicator and be able to work independently within their areas of responsibility as well as enjoy functioning as part of professional and volunteer ministry teams.

Job Responsibilities

Ministries with Children & Youth

Plan, Coordinate, Schedule, and Execute Christian faith formation & fellowship

- Develop relationships with the children, youth, and their families
- Assess needs and get to know interests of children, youth, and their families
- Equip children, youth, and their families to engage in an active faith in daily life
- Actively encourage the participation of children, youth, and their families in worship and within the full life of the church and its ministries
- Oversee the current Sunday School program, assess its effectiveness in meeting faith formation needs of families, and be willing to experiment with other models
 - Evaluate and select curriculum, in consultation with the pastor
 - Recruit, train, and support volunteers working with children and youth
- Coordinate and help lead a Confirmation program, or another model as might be created for youth, in partnership with the pastor and adult mentors
- Plan, coordinate, and/or facilitate fellowship activities
 - For youth, this might include such things as mission trips, retreats, wider-church events (e.g., association, conference, regional, national youth events), and ecumenical or interfaith events

- Develop a relationship with the GUCC Preschool to assess when shared activities might be desirable and feasible
- Supervise Nursery Attendants *when/if* a nursery option for our youngest children during Sunday service is reinstated
- Work with Pastor, staff, Council, and the congregation to develop creative ways to reach out to families in the surrounding community

Volunteer Supervision & Safe Church Coordination

- Create job descriptions for children & youth ministry volunteer positions
- Recruit, train and supervise volunteers within the purview of these ministry areas
- Oversee the church's Safe Church program
 - Regularly Review church's Safe Church policies and procedures and suggest updates as needed
 - Ensure that all programs for children and youth comply with Glenside UCC's safe church policy
 - Devise and implement a training protocol related to safe church policies and procedures
 - Ensure that volunteers and staff are up to date on training and background checks

General Tasks

- Regularly communicate with Pastor, staff, families, and volunteers
- Keep office hours as negotiated and attend meetings as necessary or required
- Develop and submit an annual budget for faith formation ministries and oversee expenditures of the approved budget
- Provide reports and perform other duties as requested by the Pastor and/or Church Council

Qualifications

Required Experience

- Experience with children, youth, and families
- Experience in Christian faith formation leadership
- Savvy with social media and creative communication tools
- Competence with Microsoft products, virtual meeting tools (e.g., Zoom), and possess general computer and technology skills
- Availability to work weekends, especially Sundays
- Ability to assess programmatic and staffing needs for this ministry area
- Ability to evaluate programs

Education

Bachelor's degree in education, religious education, theological studies, or other relevant area

Employment Requirements & Clearances

- PA child abuse clearance
- PA criminal background check & FBI fingerprint check
- Current driver's license

Email your resume to Resumes@GlensideUCC.org