

First Congregational United Church of Christ
Eau Claire, WI

POSITION DESCRIPTION

POSITION: Director of Faith Formation (Associate Minister)

REPORTS TO: Senior Minister

POSITION SCOPE: Appointment type: Full-time, salaried

GENERAL DESCRIPTION: The Director of Faith Formation role is vital for our congregation. Among the full range of responsibilities, the Director of Faith Formation is responsible for planning, coordinating and implementing the religious education of our children, youth and adults. The final title of this position (**Director of Faith Formation** or **Associate Minister**) will be determined based on the successful candidate's educational background, experience, and ordained or lay status.

SKILLS, QUALIFICATIONS REQUIRED:

1. Active faith and desire to deepen the faith and intergenerational spiritual growth of this congregation through an educational ministry.
2. Demonstrated experience in teaching, especially among children and youth.
3. Knowledge of varied teaching and learning styles and translation of theological and biblical concepts across age levels and life stages.
4. Ability to communicate well and to train and support teachers, youth leaders, and volunteers.
5. Demonstrated ability to supervise other program staff and coordinate programs with other program staff.
6. An understanding of growth and spiritual development over the span of life.
7. Ability to present and promote faith development to the congregation and the community.
8. Knowledge of UCC practices, materials and theology and alignment with the progressive, open, and affirming values of the UCC.

RESPONSIBILITIES:

1. Work with the Senior Minister, program staff and Youth Faith Formation Committee in designing, implementing and evaluating faith formation education programs for nursery through adult.
2. Hold the vision for the faith formation of individuals from birth to death at First Congregational UCC. Coordinate the age-appropriate ministries and programs to support that vision. Programs and ministries include nursery and preschool, Sunday school K-5, Confirmation, Youth Ministry and Small Group and Family Ministries.
3. Assist the Faith Formation Committee and its task forces as well as the Small Group and Family Ministry Committee to develop leaders for current and emerging programs. Assist task forces to secure and train volunteers.

4. Assist the Faith Formation Committee and its task forces, Small Group and Family Ministry Committee, and program staff to choose curriculum and resources appropriate to the vision of First Congregational UCC ministries and the theology of the UCC.
5. Prepare a comprehensive budget for the Faith Formation Committee and its task forces as well as the Small Group and Family Ministry Committee. Order and maintain supplies and equipment for the educational ministries. Advise and support program staff to maintain and expand resources.
6. Work with the Senior Minister, staff and the Faith Formation Committee and its task forces to connect the Children's Ministry to the worshipping congregation. The children's message is an important way to connect children on Sunday morning.
7. Review and maintain the Safe Sanctuary Policy and assure compliance. Provide regular training, background checks, and record maintenance. Supervise all volunteers to abide by the Safe Sanctuary Code of Behavior.
8. Work with the Senior Minister and Confirmation Task Force to plan, implement and coordinate the confirmation program.
9. Attend Faith Formation Committee meetings, Small Group and Family Ministry Committee meetings, staff meetings and be present for most Sundays and special events.
10. Other tasks as requested by or approved by the Senior Minister.

EVALUATION: A performance review will be held with the Senior Minister and representative(s) of the Personnel Committee after the first 90 days of employment, and annually thereafter.

For more information and to apply, contact Pam Braun at pamb@firstucceauclaire.org.