



# MIDDLEBURY CONGREGATIONAL CHURCH

United Church of Christ  
1242 Whittemore Road  
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[middleburyucc.org](http://middleburyucc.org)

**Interim Faith Formation Coordinator**  
**Middlebury Congregational Church, United Church of Christ**  
[kmanzi@middleburyucc.org](mailto:kmanzi@middleburyucc.org)

Middlebury Congregational Church is seeking a part-time Interim Faith Formation Coordinator to begin work in September 2023 to work through the 2023-2024 program year and coordinate Vacation Bible School in summer 2024. There may be possibility to apply for the permanent position. Candidates of all Christian denominations are welcome to apply. United Church of Christ candidates are preferred.

**Hours:**

Approximately 15 hours a week.

**Position Overview:**

The primary responsibility of the Faith Formation Coordinator (FFC) is to develop, lead, and organize the Christian Education/Faith Formation mission of the Middlebury Congregational Church and to administer the Sunday School. This position requires a strong commitment to educating the youth membership in the teachings and traditions of Christian faith.

**Work Schedule:**

As a professional, it is the FFC's responsibility to determine the best allocation of her/his hours in cooperation with the Senior Minister, the Church Council and the Board of Faith Formation.

**Scope of Work**

- **Oversee Sunday School**
  - Recruit, schedule, coordinate, resource, and direct volunteer teachers
  - Prep materials for lessons
  - Order materials for lessons
  - Clean up
  - Teach Sunday School occasionally
  - Maintain attendance records and permission slips
  - Review and order Sunday School curriculum as needed in consultation with Faith Formation Board
- **Coordinate Youth Activities**
  - Plan and attend 3 youth activities during the course of the program year
- **Coordinate calendar of Faith Formation activities with Church Office and Pastor**
- **Occasional Children's Sermons during worship on Sundays**

- Resource the Faith Formation Board and attend monthly meetings to plan and coordinate the Faith Formation Program.
- Occasional Staff meetings
- Write monthly church newsletter article
- Coordinate the Nursery volunteers and staff person
- Direct the annual Christmas Pageant
- Lead and coordinate Vacation Bible School
- Occasional communication with church families about upcoming events and programming

**Qualifications and Requirements:**

- Commitment to nurturing the Christian faith of children and youth.
- Flexibility and creativity.
- Good communication, organizational, and motivational skills.
- Bachelor's degree preferred

**To Apply:**

Questions and applications should be directed to the Rev. Katrina Manzi ([kmanzi@middleburyucc.org](mailto:kmanzi@middleburyucc.org))  
Applicants should send a current resume and cover letter.