

**FIRST CHURCH WEST HARTFORD
DIRECTOR OF FAITH FORMATION
JOB DESCRIPTION**

OVERVIEW

Under the supervision of and reporting to the Senior Pastor, the Director of Faith Formation provides leadership to the educational and faith formation ministry of First Church.

This is a part-time position, 22 hours per week, 52 weeks per year, with two weeks paid vacation. Salary is commensurate with education and experience.

The Director nurtures, guides and implements all aspects of faith formation from birth through fifth grade in accordance with the goals, objectives and policies established by the Faith Formation Workgroup and Spirit Team and collaborates with clergy and other staff in the planning and coordination of the church's educational program and mission.

DUTIES AND RESPONSIBILITIES

The Director will be responsible for administering faith formation programs based on existing curriculum, identifying resources needed for those programs and recruiting volunteers to help. We seek a Director with an innovative spirit, willing to engage with Church families beyond in-person Church School. On Sundays, the Director will set up Church School rooms with the materials needed for the day's lesson and ensure the rooms return to a tidy condition. As Director of Children and Family Ministries, you will provide a short "Children's message" that appeals to parishioners of all ages during the Sunday worship service.

To help strengthen the church community, the Director will welcome new families and reach out to ones with children and youth who have not been to church in some time. The Director will provide "Faith at Home" kits to families who want to supplement their worship experience. We want to ensure an accommodating experience for families with special needs and apply the strengths of technology to enhance programs for at-home participation.

The Director will be an active member of the Church leadership team, providing input on Faith Formation's budgeting needs and joining meetings with the church's senior staff, Spirit Team and Faith Formation Workgroup. The Director will also spread the word of our faith formation to church families through our several messaging platforms and maintain timely, clear communications with Church leaders.

During some of the most exciting times of our Church Year – Homecoming Sunday, Advent and Vacation Bible School – the Director will craft special programming for our faith formation ministry.

QUALIFICATIONS AND REQUIREMENTS

- Must be a person of Christian Faith with an active commitment to continued professional growth
- Excellent interpersonal and communication skills
- Ability to work with a wide range of ages
- Excellent oral, written, and electronic communication skills
- Organized and detail oriented
- Strong collaborator
- Ability to work with a minimum of supervision
- Valid Driver's license and ability to walk or drive to outreach locations
- Ability to move and/or lift materials or equipment weighing up to 30lbs.

This position description is intended to convey information essential to a general understanding of the scope and nature of the job, but it is not intended to be an exhaustive list of qualifications, requirements, skills, efforts, duties, and/or responsibilities associated with the position.

03.14.24 FW