Job Description
Director for Faith Formation
Rocky Hill Congregational Church, United Church of Christ

Summary:

Envision, nurture, and coordinate educational programs for all ages, in accordance with the goals, objectives and policies established by the Faith Formation Ministry, and the core values, beliefs, and vision for our Open and Affirming church.

This 20 hour a week position reports to the Pastor but has a high amount of interaction with the Faith Formation Ministry and other church staff, church leaders, boards, committees, members, and visitors.

General Duties:

Program Development/Worship:

- Develop and oversee youth ministries and inter-generational programming
- Plan and deliver Adult Faith Formation education in coordination with the Pastor and other leaders.
- Plan and deliver Confirmation classes in collaboration with the Pastor
- Participate with the Ministry for Faith Formation in formation, coordination and evaluation of programs and policies. Develop a calendar of events at the beginning of the program year.
- Plan and deliver the Sunday worship “Message for All Ages” (except when omitted from the service or others deliver it).
- Plan and coordinate ongoing programs (e.g., Children’s Sunday and the annual Epiphany Pageant) and youth group activities.
- Review and recommend curriculum with the Ministry for Faith Formation. Keep abreast of and advise the Ministry for Faith Formation of the latest methods in children and family ministries, education, and programs.
- Supervise the Church School and plan for needed supplies.

Recruitment & Training:

- Working with the Faith Formation Ministry, recruit church school teachers for regular Sunday services
- Provide Church School teacher training; support and nurture their development
- Participate in denominationally-sponsored and wider-church educational opportunities and training for Christian Education and Faith Formation ministries.
Administration:

- Participate in Faith Formation Ministry Team meetings
- Provide statistics as requested for annual reports for the UCC.
- Prepare program-related articles and notices for church newsletters and other communication vehicles.
- Attend staff meetings as required by Pastor
- Must be familiar and in compliance with the Safe Church Policy of Rocky Hill Congregational Church, United Church of Christ.
- Communicate with the Pastor on issues involving pastoral attention for our children and families.
- Perform other functions as required by the Pastor in support of the church.
- Serve as ex-officio member of Council and attend all Council meetings as schedule allows.

Requirements and Qualifications

- Commitment to the Christian Faith.
- Must have secondary training or academic credentials in Christian education.
- Show concern and enthusiasm for children, youth and families.
- Awareness and/or willingness to be trained as a facilitator for the Our Whole Lives (OWL) program.
- Maintain high level of confidentiality within Rocky Hill Congregational Church, United Church of Christ.
- Proven ability to work independently and as a team member. Demonstrated capacity to lead and delegate as appropriate.
- Must be dependable, creative and able to prepare and follow through on long range planning. Must possess organizational skills
- Proficiency required in a variety of computer programs; word processing, electronic communications (email). Familiarity with office technology, navigating websites, online calendars and social media (Facebook, Twitter, etc.).
- Demonstrated communication skills, both oral and written.
- A minimum of six hours continuing education/conferences per year is required (cost will be paid by RHCC)
- Ability to maintain a welcoming, courteous and helpful demeanor. Work collaboratively with church staff and all congregants.

Work Schedule and Basis of Compensation

This is an exempt, part-time, salaried position. The position is normally scheduled for 20 hours/week (all year). Must attend Sunday services, for leadership and oversight of programming for children and families, and to attend fellowship hour after worship. Regular office hours will be established with the Pastor. Infrequently, additional hours may be required based upon church season, mission trips (planning and execution) and/or events, or under the scheduling of the Pastor.

To apply, contact Rev. Nada Sellers at ffsearch@rhccucc.org.