



The First Congregational Church of Webster Groves, United Church of Christ – an Open and Affirming Congregation of 250 adult members near St. Louis, Missouri – announces openings for two part-time staff positions: **COORDINATOR OF FAITH FORMATION** and **COORDINATOR OF YOUTH MINISTRIES**. Each begins, August 3, 2020.

The COORDINATOR OF FAITH FORMATION (CFF) is a salaried, 24-hour per week position, designing and implementing programming for the religious education, faith formation, and spiritual development of young children (Preschool through 5<sup>th</sup> Grade) and adults. The CFF works in partnership with the Coordinator of Youth Ministries for the purpose of delivering coherent, educational programming, experiences, and outcomes rooted strongly in the values and direction of Progressive Christianity in a growingly diverse faith community. The CFF recruits, trains, and supervises three paid staff and additional volunteers. Applicants should have a strong background in religious education in a progressive theological setting, preferably including collaborative partnerships and team building. Competitive compensation and vacation.

The COORDINATOR OF YOUTH MINISTRIES (CYM) is a salaried 20-hour per week position, designing and implementing programming for the religious education, faith formation, and spiritual development of middle and high school youth (6<sup>th</sup> through 12<sup>th</sup> Grades). The CYM works in partnership with the Coordinator of Faith Formation for the purpose of delivering coherent, educational programming, experiences, and outcomes rooted strongly in the values and direction of Progressive Christianity in a growingly diverse faith community. Applicants should have a strong background in youth ministry in a progressive theological setting. Candidates with skills in music, social networking, and electronic media are especially encouraged to apply. Competitive compensation and vacation.

These positions will not be combined. Job descriptions may be downloaded from <https://firstchurchwg.org/staff/christian-education-ministry/>

Interested individuals are invited to submit résumés (as MS Word or PDF attachments) to

Christian Education Personnel Search  
[personnel@firstchurchwg.org](mailto:personnel@firstchurchwg.org)  
SUBJECT: CFF (or CYM) Recruitment

Please, include an email introductory message detailing why your candidacy should be of particular interest to our Christian Education Ministry. Deadline for submissions is 11:59PM, Wednesday, June 23.

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First Congregational Church, UCC | 10 W. Lockwood Ave. | Webster Groves, MO 63119  
[www.FirstChurchWG.org](http://www.FirstChurchWG.org)

“Seek Christ in each. Serve God in all.”

## **VISION AND MISSION STATEMENTS, AND COVENANT OF THE FIRST CONGREGATIONAL CHURCH OF WEBSTER GROVES**

**THE VISION** OF THE FIRST CONGREGATIONAL CHURCH OF WEBSTER GROVES, UNITED CHURCH OF CHRIST, is to be a dynamic Christian community expressing God's love, hope, joy, and peace for all people.

**OUR MISSION** is to provide:

- Worship that praises God, shows commitment to the teachings of Jesus, and celebrates the Holy Spirit in ways that express the diversity of our experiences and encourage spiritual growth and commitment.
- Educational activities that promote faith and intellectual growth for children and for adults.
- Advocacy and care for those in need in our community and throughout the world.
- Community that seeks justice, loves kindness, and walks humbly.
- Hope, love, and encouragement to all who seek our support.
- Grace and forgiveness for ourselves and all who seek the ministries we share in worship, music, and fellowship with others on life's journey.

### **OUR COVENANT:**

*We who are called of God into this Christian community covenant together:*

*To seek to know the will of God,*

*To experience the joy and struggle of discipleship,*

*To proclaim in word and deed the love of Christ, and*

*To work for peace and justice among all people.*

*We trust God's promise of grace and forgiveness, and the presence of the Holy Spirit in our trials and rejoicing.*

## **Coordinator of Faith Formation**

Reports to: Pastor  
Status: Part-time (24 hours a week), non-exempt

The Coordinator of Faith Formation (CFF) works with other professional staff, the Christian Education Ministry, and any task force or committee designing and implementing programming for the religious education, faith formation, and spiritual development of young children (Preschool through 5<sup>th</sup> Grade) and adults. The CFF works in partnership with the Coordinator of Youth Ministries for the purpose of delivering coherent, educational programming, experiences, and outcomes rooted strongly in the values and direction of Progressive Christianity (see Responsibilities Shared with Coordinator of Youth Ministries, below).

### *Responsibilities*

The Coordinator of Faith Formation shall

- Coordinate and direct all programming for young children and adults, including weekly Christian Education classes and other educational activities (e.g., Vacation Bible School);
- Conceive, organize, and provide faith development activities, with a primary focus on young children and adults, in collaboration and/or consultation with the Pastor and Coordinator of Youth Ministries ;
- As much as possible, acquaint oneself with each Sunday School student, knowing their preferred name, gender identity, sexual orientation, and family relationships;
- Plan, organize, and supervise the Sunday School program for young children, including
  - recruitment and hiring of Sunday School Teachers and the Nursery Attendant;
  - training and supervision of Sunday School Teachers and the Nursery Attendant, conducting in-service trainings at least annually which are based on curriculum content, appropriate practices to encourage discipline in the classroom, familiarity with the Church's *Safe Child Policy*, and other matters pertinent to the success of the Sunday School;
  - recruitment, training, and supervision of Sunday School volunteers alongside the Christian Education employees;
  - teaching the weekly Sunday School class for young children not being taught by the Sunday School Teachers;
  - maintaining complete and accurate records about young children who are students in the Sunday School, primarily in the form of paper copies of Registration Forms (completed by a parent or legal guardian) and parental notes, in a filing system provided by the Church;
  - keeping complete and accurate records of attendance of all Sunday School classes, according to the reporting of Sunday School Teachers and Coordinator of Youth Ministries;
- Coordinate special events associated with religious education, faith formation, and spiritual development of young children and adults, delegating the direction of such events to other CE staff and/or volunteers, as may be appropriate;
- Maintain resource rooms and all supplies associated with Christian Education programs;



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- Provide preliminary pastoral care for young children and their families, reporting immediately to the Pastor any perceived critical needs;
- In the case of partnered religious education programming with another faith community, serve as the primary representative to, and communicator and coordinator with, the other congregation;
- Attend meetings of the local chapter of the Association of United Church Educators;
- Maintain a minimum of at least twelve (12) scheduled and published office hours, to provide accessibility to other staff members and the Congregation;
- Compose a monthly newsletter column and any publication associated with the Christian Education Ministry;
- Serve as professional staff liaison to the Christian Education Ministry;
- Perform other duties pertaining to the general ministry of the Church, as may be negotiated or assigned.

*Responsibilities Shared with Coordinator of Youth Ministries*

- Organize and direct participation of young children and youth in the Family Christmas Eve and Sunday School Christmas worship services;
- Organize, provide, audit, and report on any scholarships provided to children or youth from any church-related activities (e.g., Camp MO-Val scholarships);
- Participate in planning intergenerational worship services;
- Assure that the Church's *Safe Child Policy* is upheld;
- Exercise appropriate and helpful practices of communication with other staff members, lay leaders, youth, and families.