

Director of Children's Christian Formation

The First Church of Nashua, New Hampshire, an historic and vibrant 700-member faith community of the United Church of Christ, located 45 miles outside of Boston, is seeking a new Director of Children's Christian Formation. This full-time position will oversee and develop the well-established ministries of Christian education and faith formation for the church's children. The Director will be part of a talented team of staff and work in a friendly and collegial environment. The position provides a competitive salary with generous benefits and can begin as soon as June 1, 2020.

Some of the specific duties of the Director of Children's Christian Formation will include administrative tasks, such as supervising the education office during class times; recruiting and training teachers and nursery staff; working with ministerial staff in developing and tracking the program budget; attending regular staff and board meetings; updating curriculum with ministerial staff as needed; and effectively communicating with parents, church staff, and the congregation about program activities and events. Other duties will involve clerical work, such as maintaining accurate enrollment data for infants through youth in grade 12, keeping current background screening records for all program volunteers, and serving as clerk for a supporting Board of Christian Education.

The ideal candidate should have obtained at least a Bachelor's Degree, preferably in education or religion; have volunteer or paid experience in children's ministry in a church setting; and be a:

- Faithful follower of Christ, a genuinely faithful person, moved by a sense of calling to love God by serving the church's children;
- Dynamic leader, a self-starter, able to work independently to provide vision for faith formation ministry; develop and oversee its programs; recruit, train, and supervise its leaders; and proactively address problem situations as they arise;
- Collaborative worker, a team-player, willing to assist other church staff as needed;
- Mature manager, a discerning and wise person, who is able to identify and manage conflict; makes sound decisions under pressure; and behaves appropriately with children and volunteers, upholding professional standards of conduct and maintaining proper boundaries.
- Effective administrator, an organized record-keeper, who is able to utilize office equipment, including Microsoft Windows-based computer systems and Microsoft Office software;
- Fiscally responsible, able to oversee budgets and work within them; and
- Open to change, a person who is respectful of the church's unique history and identity, especially its inclusive nature, but is open to change so as to maintain a vibrant program in the midst of an ever-changing society.

Applicants should submit their resumes to DCCFSearch@tfcucc.org.

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