
FAITH FORMATION COORDINATOR POSITION

JOB DESCRIPTION

SPR COMMITTEE 2017

POSITION:	FAITH FORMATION COORDINATOR
SUPERVISOR:	PASTOR
STATUS:	PART TIME HOURLY RATE - \$16.67, NOT TO EXCEED 20 HOURS PER WEEK
FLSA:	NON-EXEMPT
EFFECTIVE:	XX X, 2017

JOB SUMMARY:

The Faith Formation Coordinator will create and coordinate age-appropriate ministry to children and adults of Redmond UMC in line with our mission to Love. Serve. Grow. and in keeping with our Vision and Strategic Plans.

ESSENTIAL DUTIES:

- Coordinate regular Sunday learning sessions for children to incorporate play, creative activities, and learning
- Coordinate transformational, informational, and interest based small groups for adults
- Create opportunities for children and adults to learn the foundations of Christian faith, experience the love of God, and grow in their faith
- Engage children and adults in their connection to God and explore how their faith connects to their lives and the community in which they live through exploration of the 7 Spiritual Practices
- Help children and adults understand themselves as ministers of God's love and find ways for them to participate in the life of the church and serve others

QUALIFICATIONS & EXPERIENCE:

- Commitment to personal spiritual growth and willingness to understand United Methodist theology
- Bachelor's Degree; preferably in religion, youth ministries, Christian education or related subjects or the equivalent experience
- Minimum of 1-2 years of related ministry experience as volunteer or staff in a church
- Exhibit desire, experience and background for a "heart for service" and genuine interest in responding to needs and concerns of congregants

- Solid relational skills and ability to communicate with people of all ages

PHYSICAL REQUIREMENTS:

- Able to sit and type for long periods of time
- Able to be physical and interact with congregants

CORE COMPETENCIES:

- **Organizing:** Able to gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently
- **Managing vision and purpose:** Articulates and supports the vision and mission of Redmond UMC; communicates a compelling and inspired vision for ministry; talks beyond the here and now to a larger sense of purpose; creates a compelling vision of possibility, hope, and optimism; helps others to own the vision
- **Motivating others:** Creates a climate in which people want to do their best; can motivate many different individuals and groups; empowers others; shares ownership and visibility; makes each participant feel valued
- **Developing volunteers:** Able to identify raw talent and recruit capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable
- **Planning:** Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results
- **Interpersonal relationships:** Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player
- **Trust and integrity:** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Date