

St John United Church of Christ, Freeport, IL

Position Description

**Pastor of Faith Formation**

Reports to: Senior Pastor  
Effective: 7/9/2018  
Directly Supervises: Children's and Youth Ministry Volunteer and Paid Staff  
Status: Full Time  
FLSA: Exempt

Job Summary

The Pastor for Faith Formation will serve as the primary staff person for lifespan faith formation and small group ministries, and especially for persons aged birth to eighteen (18) years old. This position will direct, promote, and enhance the congregation's ministry and mission among member, friend, and visitor families with children and youth.

Essential Functions

- Manage and promote faith formation within the congregation, including:
  - Creation of and communication of a vision for a children's faith formation program
  - Planning and implementation of younger children's ministry programs, including *Godly Play*
  - Planning and implementation of older children's ministry programs, including *Kid's Worship*
  - Planning and implementation of youth ministry programs with members, friend, and visitor families of the congregation
  - Periodic evaluation of faith formation programs with Worship & Education Leadership Team
- Manage and promote youth ministry (ages 10-18 years) outreach programs to the wider community, including:
  - Planning and implementation of the *HELIX* outreach youth ministry program for youth within the wider community
  - Participate in community outreach activities and involvement as appropriate
- Develop, train, supervise, and evaluate all volunteer and paid staff positions relating to Children's and Youth Ministry, including:
  - Hiring, supervision, training, and evaluation of individuals employed by the congregation for the purpose of safety and enhancement of children's and youth ministry program
  - Recruitment, supervision, training, and evaluation of individuals volunteering within the programs
  - Presenting in-service program for *Safe Church* Policy compliance
  - Implementation of periodic training events for each ministry program
- Participate regularly and actively in the worship life of the congregation
  - Sharing in the leadership of weekly and special worship services
  - Fostering and broadening the role of children and youth in the celebration of worship
  - Leading worship and preaching at least twice per quarter, particularly at times appropriate to the faith formation ministries of the congregation.
- Conduct pastoral and spiritual care of the congregation in coordination with Senior Pastor
  - Assisting in regular pastoral care and visitation of church members
  - Providing primary pastoral and spiritual care to families with children and youth
  - Opportunity for conducting weddings, funerals/memorial services as needed

Other Responsibilities

- None

### Minimum Qualifications

- Bachelor's degree from an accredited four-year college or university, or equivalent life experience
- Authorization for ordained ministry, or active participation in processes for authorization, in the United Church of Christ
- Documented background or education in Christian Education, curriculum selection and implementation, and volunteer development / training
- Documented background or experience in ministry with youth, program organization and development, and parental engagement
- Possess excellent organizational skills, and demonstrate these skills with colleagues, volunteers, and those who are served by the congregation's ministries
- Possess excellent communication skills, and demonstrate these skills with colleagues, volunteers, and those who are served by the congregation's ministries
- Ability to speak in a public forum/large gathering.
- Ability to work collaboratively with others.
- Flexibility.

### Physical Requirements

- Able to meet the necessary physical requirements for supporting the ministries in this position's areas of accountability, in accordance with the Americans with Disabilities Act (ADA).

### Core Competencies

- Knowledge: Experience in models for Christian Education with Children and Youth Ministry: Can demonstrate and share this knowledge and experience with the congregation in creative and positive methods.
- Organizing: Can gather and organize resources (people, materials, curriculum, music, etc) to augment the volunteer and paid staff involved in the areas of accountability.
- Planning: Organizes tasks and assignments well; anticipates and adjusts for problems and roadblocks.
- Interpersonal Relationships: Relates well to all kinds of people, inside and outside of the congregation; Builds appropriate rapport; 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.