

Director of Faith Formation

(30 hours per week)

The Presbyterian Church in Westfield

The Director of Faith Formation (DFF) oversees the planning and implementation of all faith-developing educational activities and programs for children and middle school youth through the Faith Formation and Youth Commissions through in-person and/or virtual interaction.

The primary responsibilities of the DFF include, but are not limited to:

- Coordinate and maintain communication with clergy, other staff and commissions in the planning and implementation of the family ministries
- Assist in the planning and implementation of the church's family ministries
- Provide administrative support to the family ministries of PCW
- Develop and train volunteers
- Attend regular meetings of the Faith Formation Commission and Youth Commission
- Coordinate public relations with congregation, PNS&K, Day Care, and the Community
- Perform any additional duties assigned by the Head of Staff or the Associate Pastor for Children, Youth and Families

Specific Responsibilities & Duties

- Curriculum—Sunday School and Vacation Bible Camp
 - Supervise and Develop:
 - Teachers and volunteers to include their recruitment, training and scheduling
 - Child care employees
 - Coordinate registration procedure
 - Select curriculum

- Hospitality
 - Children and Families Activities
 1. Christmas Eve Family Service
 2. Middle School Breakfast Club
 3. Middle School Fellowship
 4. Time in for Parents
 5. Movie nights

- Mission
 - Administrative Support of the Agape Program
 1. Schedule of all volunteers
 2. Coordinate budget with the Agape Treasurer
 3. Maintain inventory levels of all non-food items
 4. Meet monthly with the Agape Administration Team
 5. Maintain an Operations Manual
 - Projects
 1. Sunday School Mission Projects
 2. Middle School Mission Trip

Working Relationships

- The DFF reports to the Head of Staff, the AP/CYF, and the Personnel Commission and works closely with the Faith Formation and Youth Commissions, as well as other related committees and commissions
- The DFF works in a collegial and professional manner with all staff and volunteers to ensure a successful team dynamic to fulfill the Church mission

Qualifications

- Teaching and Educational Administration certificates or similar work experiences are preferred
- Has a sense of call and a passion for the spiritual growth of children and youth in Christian faith
- Is highly organized and able to manage several programs simultaneously, motivating others and delegating responsibility as appropriate
- Has the ability to plan carefully and attend to significant details
- Displays ability and desire to support concept of team ministry
- Exhibits a cooperative spirit
- Demonstrates ability to recruit, organize and inspire volunteers to carry out the selected programs in partnership with the Faith Formation Commission, the Youth Commission, and the AP/CYF
- Possesses strong interpersonal and communication skills
- Exhibits enthusiasm and optimism in the working environment