

HODGES BOULEVARD PRESBYTERIAN CHURCH
JOB DESCRIPTION
Director of Faith Formation

TITLE: Director of Faith Formation

Reports To: Pastor/Head of Staff

Summary: This is a full-time, exempt, staff position at The Hodges Blvd. Presbyterian Church (HBPC PCUSA) with administrative, supervisory and ministry-related responsibilities. In cooperation with the Pastor, the Director will oversee all educational and program involvements for the members and visitors of all ages at HBPC.

Working Relationships: The Director will be supervised by the Pastor/Head of Staff. The Director will recruit and supervise volunteers, as needed, to support the areas of Educational Programs and Congregational Involvement. The Director will support the work of the Children's Ministry and the Youth Ministry, and will supervise any staff in those areas. The Director will be an active participant in staff meetings and work collegially with peers and church committees ensuring all are focused on the overall mission of HBPC.

Responsibilities:

The responsibilities of the Director of Faith Formation can be divided into three major areas: Educational Programs, Congregational Involvement and General Staff Duties.

- A. ***Educational Programs.*** As part of the faith education duties, the Director of Faith Formation will:
1. Foster the development of and the appreciation for an educational program that nurtures the faith of individuals throughout the entire life span. Taking into account the developmental milestones and the spiritual challenges for each age group (from birth to the elderly), the Director will work to help us build a continuum of care and faith education that is comprehensive and coordinated.
 2. Facilitate and/or coordinate the recruitment and training of volunteers related to Christian education and small group ministries.
 3. *Recommend curriculum for the various age groups; support securing and may lead some study groups.*
 4. Plan and offer a Confirmation Class every other year or as requested.
 5. Participate, as requested, in the Chapel services of the HBPC Preschool.
 6. Be the resource person overseeing (including maintaining records, as needed) the training of volunteers and staff members in programs related to the safety and well-being of children and youth who are involved in the programs of the church.

(The Director will coordinate these efforts with the Preschool Director, inasmuch as the Preschool Board may have their own requirements and procedures unique to their ministry).

- B. ***Congregational Involvement.*** The Director will:
1. Oversee and evaluate the new member assimilation process, as well-as the member involvement and retention efforts in consultation with the Pastor and the Session.
 2. Work closely with session teams ensuring coordination with education plans to enhance the overall ministry of HBPC. Meet periodically with teams, as needed, for advance planning of events (for example, the annual Easter Egg Hunt – Journey to Holy Week and Fall Festival).
 3. Interpret program needs for the annual budget process as requested.
 4. Work closely with the Finance Secretary and team to manage the budget associated with the Education Programs
 5. Work with volunteer leaders and church staff in an effort to promote and develop small groups, which will facilitate the spiritual and social growth of church members and visitors.

6. Promote, encourage, and stimulate enthusiasm for program development and excellence in ministry as related to the church's mission statement.

C. General Staff Duties. The Director will also:

1. Be supportive of and participate in presbytery events, programs and meetings as appropriate to this job description.
2. Participate in regular staff meetings on a weekly basis, including forecasting upcoming educational and other committee-activities.
3. Assume other duties from time to time that are deemed relevant to this job description by the Pastor.
4. Act as lead supervisor for childcare-related staff positions, and potential future staff positions, as necessary.
5. Conduct appropriate and timely orientations and background checks for all volunteers who work with children or youth in compliance with current Human Resources policies.
6. Participate in annual job performance reviews.
7. Demonstrate a lifestyle and attitude that witnesses to the grace of Jesus Christ, and the love of God, actively promoting the peace, unity, and purity of the church.

Qualifications:

1. Three or more years of experience in developing, implementing and managing programs for all ages and spiritual development levels.
2. Excellent computer skills including MS Office, MS Teams, Constant Contact and major Social Media Platforms.
3. Team player capable of employing communication skills to enhance working relationships among staff members.
4. Knowledge of and adherence to Reformed theology and knowledge of the polity of the Presbyterian Church (USA) ~~are required~~.
5. Certification as a Christian Educator is preferred; however, in any case, professional continuing education is expected.
6. Energy, intelligence, imagination, love, and a contagious faith in Jesus Christ
7. Experience in securing and managing staff, as assigned by the Pastor.
8. Experience in securing, training and motivating volunteers.