

Faith Formation Director - Job Description

Holy Trinity Lutheran Church
Raleigh, NC

Description:

The Faith Formation Director position supports the faith development of the entire Holy Trinity community, from birth through adulthood.

Objectives:

- 1) Coordinate, equip and empower the lay teachers, volunteers and advisors of Holy Trinity's faith formation programs.
- 2) Improve awareness of and participation in available programs and activities.
- 3) Build a ministry of social and pastoral relationships between Faith Formation participants and other ministries of the church.
- 4) Enhance a ministry that supports our community of dynamic, spiritually growing people of all ages.

Responsibilities:

Children & Youth

- Coordinate annual review of curricular resources and manage subscriptions
- Coordinate registration and attendance tracking
- Coordinate nursery attendants
- Be present on Sunday mornings to provide support
- Ensure teachers and volunteers who work with children have up-to-date Safe Gatherings training and background checks
- Work with parents and advisors to provide program and events for children birth-5th grade.
- Work with youth, parents and advisors to provide program and events for Jr. and Sr. High youth
- Collaborate with pastoral staff to provide instruction on the sacraments (Baptism, Holy Communion) and Confirmation
- Oversee confirmation program, including trips, in conjunction with the Senior Pastor

Congregational Faith Formation

- Explore faith-building opportunities for the entire congregation, i.e. visiting lecturers, seminars, retreats, etc.
- Assist in planning the annual congregational retreat
- Seek opportunities for members of the congregation to share their faith experiences

Adult and Young Adult Faith Formation

- Work with young adults to provide program and events geared towards that population.
- Oversee adult faith formation and Bible studies

Worship

- Provide opportunities to celebrate milestones in faith formation, i.e. gifting Bibles at the 3rd grade, celebrating 1st communion, blessing backpacks, etc.
- Facilitate youth and children's participation in leading worship

Administration

- Participate in Holy Trinity staff meetings
- Maintain master calendar of Faith Formation events and opportunities
- Develop leadership structure for Faith Formation
- Convene regular meetings of the Faith Formation Leadership Team
- Act as liaison between Faith Formation Leadership Team, Church Council, Congregation, and Staff
- Assist in developing annual ministry plan and budget for the Faith Formation program
- Create an effective communication strategy for the planning and promotion of Faith Formation activities internally and externally
- Provide monthly reports to the Church Council

Outreach

- Promote the mission of the church
- Equip members of the congregation to promote the mission of the church in the community
- Ensure that Faith Formation events are publicized to the congregation and community via church websites and social media.
- Develop opportunities for children, youth, and families to interact with our local neighborhood and city

Qualifications

- The person must feel called to do this work.
- The person must be capable of meeting the needs of the church and its members.
- The person must be a Christian.
- The person should have a bachelor's degree in Christian Education or equivalent experience. Individuals who are ordained as deacons are encouraged to apply.
- The person must be able to pass a background check.

Expectations & Compensation

- This is a salaried position based on 40 hours/week.
- Compensation is \$45,000/year, plus a comprehensive benefits package and paid time off.
- This position requires a flexible schedule with evening and weekend hours, to be coordinated with the Senior Pastor. It is expected that the Faith Formation Director will normally be available Sunday mornings and for staff meetings.
- This position reports to the Senior Pastor.