

NORTH CONGREGATIONAL CHURCH
11 Main Street North
Woodbury, Connecticut
NorthChurchWoodbury@gmail.com

POSITION DESCRIPTION:

Director of Faith Formation

PURPOSE STATEMENT:

To plan, coordinate and supervise a cohesive Faith Formation program that meets the needs and philosophy of the church.

GENERAL DUTIES AND RESPONSIBILITIES:

Coordinate and supervise activities and events that foster faith development in the congregation. Work with a Faith Formation team and the pastor to develop and implement a Faith Formation program for the elementary age children and families of the church.

Management:

Administration of the program: maintain up-to-date registration and contact information for participants and families.

Recruit and support Faith Formation volunteers and teachers.

Assess needs for teaching materials, aids and supplies for programs as needed.
Assist and participate in activities and special programs as needed.

Curriculum:

Review, maintain and update curriculum materials and resource room. Advise and direct selection of Faith Formation resources and curricula as needed.

Plan and coordinate special programs in conjunction with the Faith Formation Team and pastor. These programs may include Bible Sunday, the Christmas Pageant, Summer Sunday Kick-off, Back-to-Church Sunday, or other creative family programs, events and ideas for Faith Formation that may arise.

Communications:

Communicate regularly with volunteers, teachers and/or parents.

Maintain effective communication with the congregation regularly regarding Faith Formation activities. Coordinate publicity with Marketing Coordinator.

Qualifications:

Bachelor's degree or appropriate level of experience in elementary education or Christian education.

Work Schedule:

This is a contracted stipend position with a flexible average work week of 10 hours, for 10 months during the year. (Excludes July and August). Expectations include presence on site from 9:00 to 11:30 on Sundays when classes or activities are being held.

Organizational Relationship:

Report to Pastor

Consult with Faith Formation team

Consult with Personnel Committee as needed.