

# Jordan Evangelical Lutheran Church

## Orefield, PA 18069

### Contract/Job Description

**JOB TITLE:** DIRECTOR OF CONGREGATIONAL FAITH FORMATION

**PURPOSE:** The Director of Congregational Faith Formation will actively nurture the spiritual formation and engagement of the congregation at all levels and in all settings.

**ACCOUNTABILITY:** The Director of Congregational Faith Formation is a part-time position of 25 hours. Actual schedule (day/evening) and work hours will vary with the church season. This person is accountable to the Pastor, Personnel Committee, and Christian Education Committee.

**EVALUATION:** Annual performance review conducted by the Personnel Committee working in conjunction with the Pastor in the month of July. Input will also be given by the Christian Education Committee.

### REQUIREMENTS:

The incumbent will demonstrate the following traits and skills to be successful in the position:

- Approach the work with a passion to guide the church to gain and develop a stronger understanding of the teachings of Christ.
- Value and embrace a person's faith journey at all levels
- Identify and use diverse styles of learning and formation
- Ability to organize, coach, encourage and support congregants, teachers, helpers and advisors, regardless of age, race, gender, sexual orientation or socio-economic status.
- Embraces teamwork by leading with others toward a common ministry of the church.
- The Director must obtain required clearances including Criminal History, Child Abuse History and FBI Fingerprinting
- Bachelor's degree preferred plus 2 years' experience in a similar position or equivalent experience desired.

### RESPONSIBILITIES:

#### I. Christian Education

##### A. Sunday Church School

1. Coordinate and encourage the recruitment, support and training of teachers/helpers for Sunday School in conjunction with Christian Ed Committee.
2. Promote recruitment for and regular attendance of the children's Sunday School program.
3. Provide leadership to the Christian Ed Committee in planning, selecting and ordering curriculum for Sunday School.
4. Coordinate all special presentations and activities of the Sunday School program including, but not limited to, Rally Day, Christmas program, Easter

program and Sunday School breakfast.

5. Counsel Sunday School teachers and assist in teaching as appropriate.

#### B. Vacation Bible School

1. Support Director or Co-director in the selection of the curriculum.
2. Counsel and support the Director and/or Co-director in the recruiting, training, and installation of leaders.
3. Oversee actions of Vacation Bible School Director and/or Co-Director.

#### C. Confirmation

1. In coordination and agreement with the Pastor, will oversee the confirmation ministry and implementation of a Church Council approved Program.
2. Annually review the existing program and curriculum for relevance and effectiveness, including recommendations where appropriate to Christian Ed. committee.
3. Record and track completed expectations of the program, prepare and distribute progress reports (students, teachers, mentor and Pastor) and make recommendations to students as necessary.
4. Coordinate adult assistants for teaching and also teach as appropriate.
5. Have mentors in place for confirmation students by Sept.1

### **II. Youth and Family Ministry**

- A. Maintain an emphasis on youth programming including organizing and maintaining a youth ministry group.
- B. Plan, implement and evaluate post-confirmation programs to retain newly confirmed members and attract new members to the church.
- C. Coordinate, design and provide direction for programs, retreats and community service events in conjunction with advisors, youth and parents.
- D. Recruit and train advisors.
- E. Deliver a children's sermon every other week (or twice a month) in conjunction with the Pastor's schedule.

### **III. Administrative Duties**

- A. Meet regularly with Pastor and attend regularly scheduled staff meetings, Sunday worship and education hour.
- B. Provide monthly reports to Church Council.
- C. Provide communication to the congregation through the use of bulletins, bulletin boards, newsletters, social media, and the church website.
- D. Maintain up-to-date files of all child safety documents for all volunteers and staff with direct contact with children including:
  - Volunteer application and check list
  - Act 82, Act 34, Act 151, Act 114 (if required)
  - Volunteer affidavit
  - Annual permission form for adults
  - Driver covenant, and Driver information form
- E. Maintain annual permission form for minors.

- F. Schedule and hold annual fire drill.
- G. Maintain up-to-date info in EM Response Bags (3).
- H. Acquire continuing education hours as available.
- I. Provide assistance as needed on a daily basis for the good of JELC.

**SALARY:**

**PROBATIONARY PERIOD:**

**TERMS AND BENEFITS:**

Vacation: 3 weeks

Salary: \$ \_\_\_\_\_ annually

Termination: 30 days' notice

Continuing Education: As appropriate and as negotiated with pastor.

**CONTINGENCY**

Employment continuation is contingent upon receipt of background clearances.

**Signatures**

Contract year beginning January 1, 2021 and ending December 31, 2021.

\_\_\_\_\_  
Director of Congregational Faith Formation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Council President

\_\_\_\_\_  
Date