



BETHESDA ON THE BAY LUTHERAN
CHURCH & CHILDCARE CENTER

Minister of Faith Formation

Job Description

FLSA Status: Exempt
Reports to: Pastor
Level: Part-time; 20 – 25 hours per week
Salary: commensurate with experience

JOB SUMMARY

Grounded in God's Word, the Director of Faith Formation will provide overall leadership for the ministries of faith formation and education of the congregation, including providing guidance, ensuring resources, and planning for formation activities for all life stages (children, youth, and adults). The Director of Faith Formation will nurture relationships within the congregation, among Bethesda's Childcare Center children and families, and throughout the wider community.

This person will foster formation activities throughout the year with the intent of developing faithful followers of Christ.

QUALIFICATIONS & SKILLS:

- a true calling and a passion for working with children, youth, families, and ministry team members
- friendly, enthusiastic, and creative team approach while working with children, youth, families
- experience in teaching the Christian faith to children, youth and families
- adept at administration skills and an understanding of child development
- strong written and verbal communication skills
- spiritual maturity including a commitment to practicing the faith
- a working understanding of email, Microsoft Word, Facebook, and other relevant technologies

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

Children and youth faith formation:

- Assist a ministry team to provide regular, on-going Christian formation for children and youth during the program year. This includes as appropriate, choosing curriculum, training teachers, setup and maintain classrooms, and other needs for on-going education.

- Assist the Pastor with providing children’s benchmark ministries such as First Communion Classes, 3rd Grade Bibles, and other needs as they arise. Additionally, this person shall produce certificates for each child receiving First Communion or Confirmation.
- Support ministry team in designing a Christmas pageant, securing scripts, costumes, decorations, etc. Organize rehearsals and recruit volunteer help for various pageant roles.
- As appropriate, foster relationships with the children and parents of Bethesda Childcare Center.

Coordinate Confirmation class with pastor and ministry teams:

- Procure up to date curriculum and programing for confirmation class in collaboration with pastor, volunteers and ministry teams.
- Communicate schedule and programing with confirmation students and families.
- Help to create a celebration of Confirmation every year for students affirming their baptism.

Middle school and senior high youth Formation:

- Encourage youth to particiate in leadership roles in worship and help with their training.
- Organize a team of youth and adult leaders to attend the ELCA National Youth Gathering, including organizing fund raising and preparation as needed for the event.
- Follow-up with senior high youth after graduation and seek to maintain connection between the church and college age youth.

Multigenerational Ministry

- Implement at least 4 family and/or intergenerational events and faith formation opportunities throughout the year but not limited to mission and outreach activities such as serving at meal programs, “Blanket Sunday”, Gritty City fundraiser with Lutheran Metropolitan Ministry, etc.
- Partner with the Pastor, staff, and ministry teams to provide a meaningful God’s Work Our Hands Sunday of service projects.

Other regular tasks

- Submit reports of ministry needs and events to the Church Council.
- Assist with annual budget process providing input about expenses for the ministry of Children, Youth and families.
- When necessary, work in collaboration with other staff and Church volunteers
- Schedule education ministry team meetings as needed and help to form the agenda.
- Coordinate and create publications and communication information for education ministries in the form of banners, bulletin boards, social media, email, newsletter and bulletin announcements.
- Manage and maintain registration and photo use permission forms, attendance records for all enrolled in Sunday School and youth programs.
- Maintain up-to-date medical forms and liability release forms for the middle and high school youth.

EXPERIENCE:

Minimum of High School Diploma or General Educations degree (GED); preferably with post-secondary education degree in Christian Education or background in a relevant field of study; or equivalent combination of education and experience.

REASONING ABILITY:

Ability to define and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. While performing this job, the employee is frequently required to operate a computer keyboard, mouse and telephone keyboard. The employee is frequently required to stand, walk, sit, and use hands to finger, handle or feel. Specific vision abilities required by this job includes close vision, color vision and ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The environment may differ from time to time when employee is working off-site for ministry events.

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, or contract work of staff under his/her supervision. The use of particular illustrations describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level of difficulty.