

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.14

Subject Job Description: Director of Faith
Formation

Effective Date xx/xx/xxxx

Committee Administration & Personnel

Job Summary

The Director of Faith Formation will be responsible for overseeing all Faith Formation programs, management of Faith Formation staff, helping to manage and recruit volunteers, management of resources and communication of programs, all in support of the church's mission of Worship, Connect and Serve.

Faith Formation is the process by which we engage our congregation and community to form fully devoted followers of Jesus. Through worship, connecting others with God and neighbor, and acts of service we become the people God intended.

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REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: as hired to join TLC staff, the Assistant Director of Faith Formation, Children; Assistant Director of Faith Formation, Youth; and Assistant Director of Faith Formation, Adult (future role).

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Oversee all Faith Formation activities and ensure there is synergy between programs and sermon themes
- Ensure a connection between age groups so that programs build off of each other

- Help identify and engage volunteers to assist in Faith Formation activities
- Ensure that all Assistant Directors have the resources (materials and volunteers) necessary to execute programs
- Execute and/or support Adult, New Adult, and Family faith formation efforts, which currently include men's breakfast group, women's Bible study group, Pastor's Bible study(ies), Sunday morning classes, Life Groups, Wednesday Connect, and organizing Grab'N'Go materials for virtual study options
- Be the "face" of Faith Formation to the congregation, including presenting the needs of Faith Formation groups and providing updates on events
- Manage Faith Formation Staff
- Facilitate the development of a "handbook" with documentation and guidelines of best practices to serve as a knowledge transfer to new volunteers or staff. It would be

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developed in order to provide 'turnkey' readiness for a program assigned to a volunteer to own for the year.

- Work with Trinity communications staff to ensure all communications regarding Faith Formation are issued in a timely manner to the congregation

OTHER RESPONSIBILITIES:

- Engages regularly in continuing education, professional development, and personal enrichment, through academic study and professional conferences.
- Reports to the Congregation Council and attends Council meetings as requested
- Participates regularly in worship, prayer, and congregational life.
- Plans and implements inter-generational events.
- Encourages participation in conference, synod, and ELCA activities.
- Participates in staff meetings and retreats.

- Assumes other duties or roles as assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent
- Minimum of five (5) years of in Faith Formation ministry; leadership experience preferred
- Teaching experience (Sunday School or School Setting)
- Experience with the entire Faith Formation process, children through adult

PHYSICAL REQUIREMENTS:

- Ability to communicate in public
- Ability to listen to staff, members, and community and provide appropriate response and/or feedback

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CORE COMPETENCIES:

- **Mission Ownership**
Demonstrates understanding, and is fully supportive, of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.
- **Spiritual Maturity**
Consistently practices discipleship, servant leadership, and spiritual growth.
- **Biblical Knowledge:**
Able to discuss and interpret biblical truth when applying Scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture

- **Interpersonal Skills**
Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.
- **Team Building Skills**
Promotes and guides leaders in team building and problem solving. Actively works to assess ministry “health.” Provides leadership, vision, teaching and oversight to ministry leaders. Creates and communicates vision, direction and goals for the team.
- **Management Skills**
Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders and volunteers accountable.
- **Leadership Development:**

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Easily recognizes abilities, knowledge and skills of people. Identifies and encourages the use of talents and spiritual gifts for the good of the church’s mission. Develops others by providing challenging tasks and assignments, encouraging new skills and responsibilities.