

## Coordinator of Faith Formation

Reports to: Pastor  
Status: Part-time (24 hours a week), non-exempt

The Coordinator of Faith Formation (CFF) works with the Pastor and other professional staff, the Christian Education Ministry, and others as authorized by the Pastor or the Ministry. The role of the CFF is to guide the faith formation and spiritual development of the children and youth of the First Congregational Church of Webster Groves. The programming and resulting experiences shall be rooted in the values and direction of Progressive Christianity.

### *Responsibilities*

The Coordinator of Faith Formation shall

- direct all programming for the young people of the church:
  - weekly Kids Church
  - occasional activities for religious and spiritual development, such as Vacation Bible School; and
  - recreational events for children and families that may be offered to the wider community, such as a Vehicle Fair;
- acquaint oneself with each participant in young people's programming, knowing their preferred name, gender identity, sexual orientation, family relationships, and some of their interests;
- collaborate with all staff in implementing programs for young children and youth;
- participate in the planning of weekly worship services, so that "Not for Children Only" and other elements of worship are accessible to young people and relevant to the preacher's Message of the Day, especially on Sundays that feature All Ages Worship;
- delegate, train, and supervise other Christian Education Support Staff and volunteers:
  - choosing curriculum content and train/delegate staff on its implementation
  - modeling compassionate discipline and train staff/volunteers as needed,
  - ensuring familiarity with the Church's *Safe Child Policy* and safety procedures;
- lead Kids Church or Youth Class as necessary;
- maintain complete and accurate records about young people in Christian Education programs, primarily using Registration Forms and parental notes, in a filing system at the Church;
- communicate in a timely and efficient manner with children and parents about programming;
- consult in the recruitment of Christian Education Support Staff, Nursery Attendant, and volunteers working with young children and youth;
- maintain materials and supplies associated with Christian Education programs;
- organize and direct participation of young people in any worship services led by them;

- provide preliminary pastoral care for young children and their families, reporting immediately to the Pastor any perceived critical needs;
- serve as the staff liaison to the Christian Education Ministry, and collaborate with the Ministry, assisting with and implementing planned programs;
- compose regular updates regarding Christian Education programming for church publications;
- serve as the primary representative to, and communicator and coordinator with other faith communities in the case of partnered religious education programming;
- attend seminars every three years provided by the Missouri Mid-South Conference for persons in ministry, in particular Anti-Bias Training and Boundary Awareness Training;
- organize, audit, and report on any scholarships provided to children or youth for any church-related activities, such as Camp MO-Val scholarships;
- maintain a minimum of twelve (12) scheduled and published weekly office hours, to provide accessibility to other staff members and the Congregation;
- perform other duties pertaining to the general ministry of the Church as may be negotiated or assigned.