

Faith Formation Leader Description

July 2019

- Position Purpose:** Consistent with the Mission, Vision and Values of Lord of Life Lutheran Church, develop, coordinate, and implement faith formation programming that equips our community as disciples of Jesus.
- Congregational Vision:** Lord of Life Lutheran Church is committed to reaching out to others with the love of Jesus Christ. We are a community of Christ where we experience God's grace, love and acceptance through each other. From here, each of us is empowered to share, reach, and give what we have received.
- Position Overview:** The Faith Formation Leader serves the congregation by weaving the fabric upon which the individual Faith Formation Ministries will thrive within the congregation. This leader will oversee, recruit, and equip ministry leaders to foster spiritual growth of congregants by providing vision, guidance, and support for their respective programming. The immediate focus will be on Youth and & Family Discipleship. The second priority is to work on expanding Adult Discipleship.
- Youth & Family Discipleship
 - Spiritual Foundations (birth to 2)
 - Youth Christian Education (age 2-5th grade)
 - Children's Prayer Workshop
 - Vacation Bible School
 - Middle School / Affirmation (6th-8th grade)
 - High School / OneBody (9th-12th grade)
 - Parent Support
 - Adult Discipleship
 - Life Groups
 - Life Classes
 - Panera Book Group
 - Tuesday Afternoon Bible Study

The vision for the Faith Formation Team:

- Delivers engaging and effective faith formation programming for participants of all ages to foster lifelong spiritual growth.
- Cultivates long-lasting intergenerational connections.
- Delivers programming that appeals to under-engaged groups.
- Supports participants and smoothly transitions them across ministries.
- Recruits and develops well-equipped leaders and volunteers who are growing in Christ through their service.
- Sees other ministries in the community as opportunities for cooperation.
- Advocates for the Faith Formation ministry.
- Encourages and equips parents to engage in faith formation activities at church and at home.
- Recognizes and adapts to changing needs.

The vision for the Faith Formation Leader:

- Connects and coordinates with other Lord of Life ministry teams.
- Recruits, develops, and supports Faith Formation leaders & volunteers while holding them to standards and expectations.
- Works as a self-directed, resourceful, and proactive leader.
- Collaborates creatively to deliver the vision of an engaged and effective faith formation ministry to ALL (e.g. parents, grandparents, couples, families, LGBTQIA, youth, young adults, single, elderly, and divorced).
- Loves ALL of God's people.
- Communicates well with the congregation and people of all ages.
- Possesses the spiritual gifts of administration, insight, encouragement, compassion, shepherding, and leadership.
- Works with staff and the Church Council towards achieving common goals.

Responsibilities: Recruits, develops, supports, and affirms the Faith Formation Team leaders & volunteers. Ensures team vacancies are filled in a timely manner and new leaders and volunteers are well-supported.

Provides vision, goals, guidance, resources, and feedback to Faith Formation Team.

Oversees and supports the delivery of effective intergenerational Faith Formation programming.

Connects with other faith formation leaders.

Promotes and communicates regularly with the community about Faith Formation activities through multiple means.

Communicates regularly with Council on objectives, progress, and challenges.

Seeks synergistic connections with:

- New Member classes by reviewing Spiritual Gifts Inventory data and by facilitating the integration of new members into appropriate ministry teams.
- Ministry team leaders by suggesting opportunities for cooperation.
- Mission team by encouraging and coordinating service opportunities into faith formation programming.
- Intergenerational small groups by coordinating formation, providing resources or ideas, and supporting ongoing needs.

Provides support and resources to parents (e.g. communication, materials, spiritual guidance, and childcare options).

Evaluates Faith Formation programming to identify strengths and barriers.

Facilitates transitions between Faith Formation Ministry offerings (between age groups and life-long learning), providing consistency as participants develop spiritually.

Collects feedback on program effectiveness.

Keeps current on faith formation trends, connecting congregants to faith resources and encouraging involvement with the overall community of faith.

Qualifications:

Compliance to the Mission, Vision, and Values of Lord of Life Lutheran Church.

Bachelor's degree and/or a minimum of 5 years relevant work experience.

Preferred knowledge of Faith Formation or Christian Education work experience.

Dependable work ethic.

Superior interpersonal skills.

Excellent organizational skills.

Ability to pass an Ohio Bureau of Criminal Investigations (BCI) background check, the cost of which is paid by the congregation.

- Required Attributes:** A commitment to the Mission, Vision, and Values of Lord of Life Lutheran Church.
- Strong interpersonal skills, engaging and inviting.
 - Ability to work with office staff to coordinate clerical, budget/financial, and use of church facilities issues.
 - Ability to work with Congregation Council towards achieving common goals.
 - Demonstrated integrity, honesty, and confidentiality.
 - Demonstrated strong leadership, organization, and project management skills.
 - Proven ability to effectively manage and supervise individuals and teams.
 - Ability to identify, develop, and manage resources, including recruiting; and working with others in the congregation training volunteers.
 - Ability to collaborate effectively and to work with parishioners of diverse personalities and opinions.
 - Strong oral, written, verbal, and interpersonal communication.
 - Ability to display initiative, make decisions, and handle unexpected events.
 - Ability to consistently meet deadlines.
 - Proficiency with technology and digital media.
 - Willingness to adjust work schedule to support special activities at the church, and regular attendance on Sunday mornings.
- Compensation:** The compensation package is reviewed annually as part of the annual budget process.
- Starting salary is \$42,000 based on skills and experience.
 - Two weeks paid vacation days annually, based on the weekly work schedule.
 - Planned absences must be communicated in writing at least two weeks in advance to the Lead Pastor and Council President.
 - Office is closed on major holidays as shown in the Employee Policy Handbook.
 - No health/medical benefits are provided.
- Time Commitment:** This is a full time position requiring approximately 40 hours per week. Sunday mornings and related evening meetings are required. Scheduling is as agreed to with the Lead Pastor and Congregation Council.

Accountability: This position is supervised by the Lead Pastor. Salaries are determined by the congregation through an annual budget process. An annual evaluation and salary recommendation are done by the pastor in a process overseen by the Council or Parish Business Administrator.

All staff positions are at the will of the Congregation Council and this position may be terminated with two weeks written notice, with the exception of moral malfeasance which results in immediate termination. All terminations must be approved by the Congregation Council.

A positive Bureau of Criminal Investigations Background Check, the cost of which is paid by the congregation.

Term: Indefinite based upon congregational need and effectiveness.

Performance will be evaluated at 90 and 180 days of service, and annually thereafter in January in accordance with the Employee Policy Manual.

Violation of Congregational Code of Ethics will lead to termination.

Six weeks' notice is required for resignation.

_____ Date: _____
Lead Pastor

_____ Date: _____
Faith Formation Leader