



First Congregational Church

IN WINCHESTER

We are a Christ-centered, nurturing community, growing in faith, serving in love and welcoming all with joy.

Job Description

Job Title: Interim Faith Formation Director of Children and Youth, First Congregational Church in Winchester, United Church of Christ (FCCW)

Reports to: Lead Pastor

Position Status: Interim position with probable one-year horizon, possibility of extension until permanent role is filled

Hours/Schedule: Expected 20-30 hours/week, with fluctuations over the course of the church/school calendar

Overview: Administer and manage the existing Children and Youth Faith Formation Program of FCCW and foster an environment where the children, youth and adult volunteers of the church can learn about their faith and develop a personal relationship with God in both large group and smaller relational environments. The program currently includes a Sunday School program for elementary age children, as well as youth groups for middle and high school age youth. Responsibilities also include overseeing a paid nursery supervisor for infants and toddlers during church services; overseeing youth-oriented annual special events at the church; and administering mission trips and other youth events. Position will work in tandem with Children and Youth Faith Formation Ministry (CYFORM), adult volunteers, and the Ministry Team to plan, develop, and implement all aspects of a balanced children and youth ministry. **Given the current health environment and guidance from state and local government and our denomination, it is almost certain that at least a portion of our programs will be conducted virtually into the fall and beyond. The interim will, in collaboration with CYFORM and the ministry team, plan, design and implement innovative and meaningful programs for children and youth in this environment. This could include online programming, as well as safe programs in person, where social distancing allows.**

Specific Responsibilities:

- Work with CYFORM to recruit additional volunteers and support an ongoing team of passionate adults to serve in the various aspects of children and youth programs.
- Coordinate teachers by age group, support them in selecting curriculum and ensure coverage and support in classrooms on Sundays; ensure that all teachers have materials and curricula needed sufficiently in advance for preparation for each class.
- Communicate with the children, youth, parents, congregation and wider community in a timely manner and as effectively as possible using all available resources (email, website, bulletin, Spire, texting, social media etc.) about upcoming events, church policies, program offerings and age milestones. Respond to questions, interests, or concerns about the church school or youth programs in a timely and efficient manner.
- Collaborate with Ministry Team and CYFORM to experiment with new ways of worshipping and delivering program elements, if and as necessary given social distancing environment.
- Work with CYFORM to manage the program budget, ensure adequate materials are ordered and supplied for the programs, organize fundraising events as needed, collect payments from participating families, arrange scholarships when requested, and pay vendors associated with trips or events.
- Train volunteer staff on the requirements of our new Safe Church Policy and oversee ongoing adherence to the policy; fulfill all responsibilities of “Minister of Faith Formation” under that Policy.
- Plan and implement established annual or biannual events and trips across age groups, which could include: youth overnights and mission trips, service opportunities for youth and families, outdoor movie nights, seasonal events.
- Meet regularly with Lead Pastor to review the status and direction of the children and youth programs.
- Work with other staff members and maintain a strong teamwork mentality.
- Keep accurate and organized records of children, youth and their families in the church database.
- Attend monthly CYFORM meetings and weekly Ministry Team meetings as needed to (i) provide weekly updates and coordinate church calendar, (ii) ensure continuity between congregational worship; youth worship and mission opportunities; and children and youth curriculum, and (iii) make in-service resources available for families.
- Remain attentive to family dynamics that may require a referral for pastoral care and maintain confidentiality around sensitive personal issues.
- Ensure nursery is properly staffed on Sundays by overseeing Nursery School Supervisor and other childcare providers.
- Identify opportunities to improve, streamline, or deepen our existing program in preparation for a permanent children and youth minister.

- Participate with CYFORM and Ministry team in preparation for transition to permanent Faith Formation Director (or successor position), which could include organizational and recordkeeping activities; support an orderly and smooth transition.

Optional:

While this position is largely administrative, if the right candidate has an interest in more ministerial responsibilities, we would welcome a conversation about the opportunity to undertake some or all of the following:

- Participate in weekly worship service and lead weekly Children’s Time during service.
- Engage with children and families in activities beyond the church doors, such as attending community events, outreach, and mission trips.
- Participate in community or conference groups of fellow children and youth ministers and directors.

Qualifications:

- Ideal candidate would have a commitment to the Christian faith and an understanding of progressive Christian values.
- Availability is expected during Sunday worship and Sunday school time, during most regular youth forum times (including evenings), and during worship and events held for Easter (Lent) and Christmas (Advent) seasons; could include potential for overnight events.
- Bachelor’s degree or relevant years of experience in a church or educational setting.
- CPR and first-aid certified.
- Mandated reporter qualification or willingness to become so certified (brief online training program).
- Highly organized and experienced with office and productivity software, including Google Docs, Excel, JotForm, Zoom; comfortable with social media such as Facebook/Instagram, SnapChat, other platforms used by youth.
- Strong communication skills and a comfort level working across age groups and with parents.
- Proven ability to manage volunteers.
- Successfully able to pass CORI and SORI checks.

Evaluation: Performance is reviewed annually through a process administered by the Personnel Ministry, in consultation with the Lead Pastor and appropriate boards and committees of the church.

Date: Commencing Summer 2020 for interim period