

Trinity Presbyterian Church
Position Description
Director of Faith Formation

Summary: This is a full-time, salaried, staff position at Trinity Presbyterian Church (PCUSA) located in Palm Coast, FL. The Director will develop and oversee the faith formation of members and friends of the church and have administrative, supervisory and ministry related responsibilities. The Director will be supervised by the Pastor/Head of Staff and work closely with the Faith Formation Committee and the Worship and Music Committee.

A. Key Areas of Responsibility

1. Planning and organization of programs and materials for faith formation;
2. Outreach to members of church community, and beyond;
3. Worship opportunities and leadership.

Planning and organization of programs and materials for faith formation

- Serve as consultant to Faith Formation Committee at monthly meetings;
- In collaboration with the Faith Formation Committee, and Finance Committee, oversee the Faith Formation budget;
- In collaboration with the Faith Formation Committee, develop and implement engaging programs and activities that cater to the unique needs and interests of youth, children, and families within our congregation.
- Providing pastoral care, mentorship, and support to young people and their families as they navigate their faith journeys.
- Collaborate with church leadership, volunteers, and parents to cultivate a supportive and nurturing environment for youth, children, and families to grow in their relationships with God and one another.
- In collaboration with the Faith Formation Committee organize and facilitate educational opportunities, retreats, and service projects that promote spiritual formation and community engagement.
- Build connections with local schools, organizations, and community partners to expand the reach and impact of our youth and family ministry initiatives.
- In collaboration with the Faith Formation Committee, develop and implement Bible Studies, and small group opportunities for adults.

Trinity Presbyterian Church
Position Description
Director of Faith Formation

- Coordinate and unify the faith formation activities of the church into an integrated and effective ministry of the whole church;
- In collaboration with the Faith Formation Committee, order curriculum and Christian education supplies.
- Plan and host weekly youth meetings for middle and high school aged youth;
- In collaboration with the Faith Formation Committee, assist with planning and choosing curricula for intergenerational faith formation opportunities with seasonal themes, e.g. Advent, Lent, Stewardship, etc.;
- Plan, organize, and attend spring and fall retreats for youth;
- Plan, set up, and provide training for leaders, of a variety of activities, e.g. Summer Vacation Bible School, TPC Guidelines for Safe Ministry with Children, etc.;
- Plan and attend Summer High School Montreat Youth Conference.

Outreach to members of church community, and beyond

- Oversee and update youth and young adult related website pages and social media.
- Organize and attend youth mission opportunities;
- Plan and attend the Summer Youth Mission Trip;
- Connect with youth through weekly text messages, emails, cards and social media posts.

Worship opportunities and Leadership

- Assist in Worship by providing a children's sermon each week, development and implementation of the curricula, organize, plan for, and create for the children during worship;
- Assist with occasional worship services or educational experiences as needed or requested by Pastor;

B. Continuing Educational Study opportunities

- Take time to walk with God for personal faith formation;
- Read books that encourage self-growth and assists with increasing instructional behaviors and skills and ability to provide an enhanced educator and spiritual leader;
- Hold membership in professional organizations to continue studying current and sustaining topics and instructional behaviors;

Trinity Presbyterian Church
Position Description
Director of Faith Formation

- Attend ongoing webinars or workshops provided by APCE and other Educators to stay current with available resources and ideas for faith formation, including keeping up to date on social media groups of Christian Educators which encourage self-growth.

C. Other duties

- Attend weekly staff meeting, as well as the monthly Faith Formation Committee meetings;
- Perform other duties and responsibilities as mutually agreed upon with or requested by the Head of Staff;
- Adhere to all Trinity policies;
- Conform to the flexible nature of the work of ministry.

Skills, Qualifications and other Requirements

- The Faith Formation Director will have a bachelor's degree or equivalent experience.
- Teaching experience is preferred.
- Those pursuing advanced ministry degrees can be given opportunities in accordance with their experience.
- An entrepreneurial spirit, creativity, enthusiasm, excellent communication skills, consultative decision-making, ability to navigate change, and organizational skills are essential.
- The Faith Formation Director must have a strong commitment to and some experience with educating various ages in Christian ideas; knowledge of Christian education curriculum development and resources are helpful.
- S/he should have some experience in recruitment, coordination, and support of volunteers. Proficiency with word processing and publishing software is required; spreadsheet software knowledge a plus;
- The position requires a background check.

Evaluation: Performance reviews will be ordinarily conducted annually on or near the employee's anniversary date by the pastor, a representative of the Personnel Committee, and a representative of the Faith Formation Committee and will recommend updates to the position description if needed. The Personnel Committee will annually review the adequacy of compensation.