

POSITION DESCRIPTION
SECOND PRESBYTERIAN CHURCH
LITTLE ROCK, AR

Title:	Director of Spiritual (or Christian) Formation
Accountability:	Head of Staff
Compensation:	Per Terms of Call
Status:	Full-time with benefits
Paid Holidays:	Per Personnel Manual
FLSA:	Exempt

Purpose: To provide for the faith development of Adults, children and their families; to coordinate the many aspects of Christian nurture programs for Adults, children and their families including organization and administrative detail; to be a Christian role model; and to relate to a variety of children and adults in the church and community.

Accountability: To the Pastor/Head of Staff. Subject to policies and practices of the Personnel Committee and Session. Annual review will be supervised by the Head of Staff in communication with the Personnel Committee.

Responsibilities

Adults

- Coordinate with lay leaders to offer meaningful groups and studies for congregation members
- Teach and lead adult groups on a regular basis
- Work with the ministries in developing other opportunities for Spiritual formation (e.g. midweek, retreats, etc.)
- Resource Adult Groups in their educational programming (e.g. Presbyterian Women and Men's Group)

Families and Children

- Maintain the focus of ministry to children and their families
- To organize programming for preschool and elementary children, including Sunday morning. (for example, coordinating acolytes and other ways to participate in worship)
- Develop programs to welcome children to worship and the Lord's supper
- To organize summer programming for children
- Assist in evaluating, planning, and implementation of young family programming, events, and retreats (sometimes for the whole family, and sometimes just for parents) with the assistance of ministry leadership team)
- Celebrate with young families (births, birthdays, baptisms, new jobs, and the many other ways congregants may invite you into their lives)
- Find meaningful opportunities within the church and in the community to help build and strengthen inter-family, intra-family and intergenerational relationships
- Actively reach out to families with young children who are new to the church to welcome them and bring them into the life of the church

Administrative

- Participate in the life of the Presbytery.
- Coordinate Adult, Children and Family programs with other church activities
- Recruit, train, equip and nurture volunteers
- Work with leadership to select theologically appropriate and engaging study materials.
- To order and supervise the distribution of curriculum and supplies.
- Develop and maintain the “control documents” of the Adult, Children and Family ministries including volunteer job descriptions, directories, and programming calendars.
- Oversee publicity of Adult and Children Ministry initiatives.
- Coordinate very closely with the Director of Youth Ministry to provide an integrated educational and nurture ministry including migration of children to youth ministry and coordination of Confirmation Ministry
- To work with volunteers to provide oversight with the library (children and adults)
- Serve as liaison, when necessary, with the Second Presbyterian Preschool.
- Establish, implement and oversee social media presence for ministry areas
- Manage programs within budget, following the church’s administrative protocols and procedures.

RELATIONSHIPS

- Work collegially and collaboratively with church staff and leadership. Participate in staff and ministry meetings (Adult Education Ministry; Children and Family Ministry) to hear feedback, provide updates on the ministry area, and work in partnership with other staff and lay leaders.
- Provide vision, planning, implementation and evaluation for adult, children and family programming in conversation and collaboration with staff colleagues
- Coordinate programs with Youth and Children’s Music Ministry.
- Identify and offer opportunities for children and families to be active participants in the full life of the congregation and community. For example: looking for ways to involve children and their families in Worship and Outreach.