

CHURCH OF THE SERVANT CRC

Grand Rapids, Michigan

Being and Making Disciples

Position: Minister of Faith Formation
Full-time (min. of 30–40 hrs.)
Salary range: \$35,000–\$45,000 plus benefits
Approved: November 10, 2011
Reports to: Minister of Administration
Works with: Faith Formation Team

POSITION SUMMARY: The Minister of Faith Formation (MFF) will equip and encourage the children, youth, college students, and adults of Church of the Servant (COS) as we all seek to grow in our faith, fulfilling our commitment to be and make disciples. This person will look at the big picture, while not losing sight of the details.

POSITION DESCRIPTION: The MFF will provide visionary leadership and oversight of the faith formation ministries that seek to fulfill the covenantal promises made by the congregation. The MFF must understand and embrace the challenge of helping people in the congregation explore ever more deeply the meaning of belonging to Jesus and to the people of God. The MFF will oversee the selection of curricula, will be able and available to teach and will apply sound pedagogical theory to ensure effective learning. The MFF is also responsible to oversee the recruiting, equipping and nurturing of volunteers and to provide logistical support for them. The MFF will encourage the adults in the congregation to minister to and mentor our children and youth on their faith journeys. The MFF will collaborate with other ministerial staff and teams as we all continue to grow and apply our faith in the additional areas of evangelism, worship and congregational life.

DUTIES AND RESPONSIBILITIES:

Program Oversight and Development:

- Select curriculum consistent with COS's Reformed identity. Will collaborate with key leaders so that, where possible, curriculum aligns with sermon series and/or year-long themes.
- Cooperate with working teams to oversee and support Youth and College Directors, Administrative Assistant, Nursery Supervisor, volunteer staff.
- Recruit, schedule, equip and nurture volunteer leaders.
- Provide training, materials, and designate space to be used for faith formation activities.
- Supervise, promote and enhance the congregation's faith formation ministries to ensure that offerings are consistent with COS's mission. These programs presently include:

On Sundays for Children and Youth:

Church School, pre K–12th grade

Children's Worship, K–2nd grade

Little Lambs, 2½ years–pre K

On Wednesdays for Children and Youth

Cadets and Girls' Club, 2nd–6th grades

(with Youth Director) Youth activities

On Sundays for Adults:

(with committee) Adult faith formation classes/presentations

On Wednesdays for Adults:

(with committee) Adult faith formation classes/presentations

During Summer:

(with Outreach Team) Plan a faith formation/outreach activity or program, such as VBS.

- Recognize and aid the transition of “graduating” children’s worshipers.
- Evaluate annually the effectiveness of existing programs and make recommendations for change or improvement (with Faith Formation Team).

Communication

- Communicate with parents, leaders and the congregation regularly and proactively.
- Integrate children and youth into the overall life and worship of COS, doing so creatively and in collaboration with the other ministry staff.
- Keep the faith formation page on the COS website current, noting events and opportunities.

Administration

- Participate in the update and implementation of the COS Safe Church Policy.
- Oversee the annual registration procedure of COS children and youth.
- Oversee background checks for faith formation volunteers.
- Attend Faith Formation Team meetings.
- Attend staff meetings.
- Report to Council as requested or needed.
- Prepare and manage the Faith Formation portion of the church budget consistent with church policies.

Professional Development and Networking

- Seek and participate in professional continuing education opportunities.
- Participate in a professional network of local, regional and/or denominational faith formation ministry personnel.

QUALIFICATIONS:

- Evidence of a deep love for Christ and the people of God.
- BA degree or equivalent in education or a related field; seminary training and/or MA preferred.
- Experience working with children and/or youth.
- Passion for developing the congregation’s faith and walk with Jesus.
- Vision for helping COS become an anti-racist, multi-racial worshiping community.
- Ability to organize, lead, encourage and motivate.
- Ability to communicate well orally and in writing.
- Excellent relational skills for working with fellow staff members, volunteers, parents, children and youth.
- Ability to establish goals and to evaluate whether they have been met.
- Has or will acquire training as a “Young Children and Worship” leader.
- Is or will become a member of Church of the Servant.

To express interest in this position, send a letter and resume to Lois DeVries at MFFSearch@coscrc.org by February 15, 2012.