

## **Title: Director of Faith Formation**

**Date: June 2024**

### **Full Time**

The Director of Faith Formation is responsible for leading, coordinating, and administering programs for children and youth that foster spiritual growth and faithful understanding. The Director will work in collaboration with the pastors, staff, Vinje council, volunteers, and congregation in a shared effort to develop, organize, and implement ministry to all children, youth, and families.

### **ESSENTIAL RESPONSIBILITIES**

- Help create a productive, positive, and harmonious work environment.
- Work with pastors, other staff, and volunteers to implement an effective program of faith formation for children age birth to grade 12, including Wednesdays, Sundays, and Vacation Bible School.
- Involve children, youth, and families in the life and mission of the church.
- Maintain a visible presence in the church and community.
- Invest in building meaningful relationships with children, youth, and family.
- Provide directions to the GLLM Ministry Associate to ensure they are engaged in faith formation programs and their leadership is being utilized.
- Collaborate with pastors and volunteer leaders to provide support, guidance, and structure to 9<sup>th</sup> grade Confirmation and senior high youth ministry.
- Recruit, train, and encourage volunteers to assist with children and youth ministry programs.
- Recruit, lead, coordinate, and attend summer trips, retreats, and camp for children and youth.
- Work with leaders from GLLM and area ELCA congregations to facilitate VBS day camp.
- Attend and participate in necessary planning meetings.
- Assist with other congregational tasks as needed.

### **Qualifications**

- Training and experience working with children or youth.
- Ability to work a full schedule which has commitments on evenings and weekends.
- Highly skilled in communication, leadership, and organization.
- Degree in education, youth and family ministry, or a related field is preferred.
- Collaborative sense of creativity with staff and volunteers.
- Successfully complete standard background check and sexual misconduct check.

## **Reporting Relationships**

- The Director of Faith Formation is supervised by the Lead Pastor.
- The Director of Faith Formation provides supervision for the GLLM Ministry Associate.

## **TERMS OF EMPLOYMENT**

- Employment is on an at-will basis. As such, employment may be terminated by Vinje Lutheran Church or by the staff member at any time, with or without cause, and without prior notice, warning, or disciplinary action. All employment concerns of this position are governed by the Personnel Committee and Congregation Council of Vinje Lutheran Church.
- All other provisions of employment can be found in the Personnel Policies of Vinje Lutheran Church.

## **EEO STATEMENT**

*Vinje Lutheran Church is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. Vinje Lutheran Church is committed to equal employment opportunities for all employees and providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, national origin, creed, familial status, marital status, sex, sexual orientation, age, disability, veteran status, status with regard to public assistance, membership or activity in a human rights commission, or any other status protected by the laws or regulations in the locations where we operate. Vinje Lutheran Church will not tolerate discrimination or harassment based on any protected characteristics.*