

## Director of Faith Formation Job Description Summary

### **Position Summary:**

The Director of Faith Formation is instrumental in equipping Lee Street leaders and members to grow as a disciple-making community of faith. In this new position the director's focus is on the spiritual formation of young people, beginning with middle and high school students and growing to include post high young adults.

### **Responsibilities:**

Task: Provide leadership oversight for ministries designed for spiritual formation of youth

(Current ministries: Youth Group, Sunday School, Catechism, Early Teen Ministry, Gems, Cadets)

- Recruit and develop ministry leaders who are well-discipled and thus can disciple others well
- Equip, train, and empower ministry leaders, provide learning and growth opportunities
- Assist leaders in forming schedules, healthy communication patterns, and other administrative details
- Develop habits/patterns of communication and engagement with parents and congregation which supports and celebrates youth who are living out their faith in Christ.
- Educate ministry leaders on social and cultural trends impacting youth and their families and recommend possible responses.
- Ensure adherence to Safe Church Policies and Procedures
- Assess the effectiveness of existing programs and make necessary recommendations to Elders/Admin

Task: Provide an atmosphere where faith is lived out and formative for personal and communal kingdom mission.

- Facilitate an environment that builds up, challenges, enfolds, and encourages community
- Support and encourage youth in relationships with their parents, leaders, and congregation
- Strengthen group dynamics for deeper and broader relationship-building
- Promote intergenerational and intercultural involvement: intentionally encourage, challenge, and equip youth to be involved in congregational and community life
- Provide opportunities for youth to share their faith stories
- Explore innovative ways to reach out to youth in our community
- Help leaders incorporate visional focus and "better together"ness into their planning
- Develop new initiatives conducive to faith formation
- Collaborate with staff and church leaders to incorporate faith formation themes across the spectrum of ministry.
- Help youth make intergenerational connections between themselves, their leaders, and other members of the congregation that extend beyond regular meeting times

Task: Oversee continued development of a Youth Leadership Team to support the work of the Faith Formation Director. Equip the team to:

- Pray regularly for youth, families, and leaders
- Assist leaders in organizing larger events. i.e. retreats, service projects, mission trips, fundraisers, etc.
- Develop an intergenerational mentoring model for youth and adults
- Assist in identifying and developing pathways for spiritual formation of youth (discipleship "map")
- Regularly review and evaluate ministry frameworks, methods, curricula, service/outreach projects, etc.

**Accountability:**

- Works closely with the pastor, staff, and youth leaders
- Communicates regularly with pastor, staff, and elders
- Annual job review/evaluation with Personnel Committee of the Administrative Council

**Terms & Conditions:**

- Attend staff meetings as necessary
- Work with church treasurer and finance team for budget and expenses
- Willingness to consider becoming a member of Lee Street CRC
- Part-time position: 20 hours per week
- Salary: based on qualifications

**Qualifications:**

- Exhibits a personal lifestyle and confession that demonstrates Jesus is Lord of his/her life
- Understands and subscribes to the doctrinal teachings of the Christian Reformed Church
- Demonstrates the heart of servant leader
- Passion for developing youth for Christ
- Discernment and ability to navigate conflict
- Demonstrates gifts in leadership, discernment, and wisdom
- Is self-motivated, with the ability to work independently as well as in a team environment
- Demonstrates effective oral and written communication skills
- Demonstrates strong organizational and relational skills
- University degree desirable or credentialed in a related discipline
- Has experience in spiritual leadership and coaching

**Initial Hire Search and Selection Process:**

Implementation Team shall work with the Personnel Committee of the Administrative Council to advertise, promote, and interview candidates for the director position. Consideration will be given to all applicants through a deliberate and thorough process and review of qualifications.

Confidentiality will be maintained until candidate is selected and approved for hire by Administrative Council. Consultation with pastor, elders, deacons, and staff as appropriate for final selections.

**Nominations & Applications:**

Applications for the position should include a letter of interest and resume. Nominations for the position are welcome. Nominations should address a candidate's suitability.

Send to: Rick Mellema, Clerk, Lee Street CRC  
1261 Lee Street SW, Wyoming, MI 49509, [clerk@leestcrc.org](mailto:clerk@leestcrc.org)