



**SWARTHMORE PRESBYTERIAN CHURCH**

**Position Description**

**Title:** Director of Christian Formation and Volunteer Ministry

**Type of Position:** Part-time, 30 hours/week

Christian formation is a lifelong spiritual journey. Swarthmore Presbyterian Church offers Christian formation programs for every stage of life. The position of Director of Christian Formation and Volunteer Ministry is responsible for working alongside the Minister for Christian Formation 1) to provide a relational and programmatically strong ministry for the Christian Formation program area, which spans Children's Ministry, Youth Ministry, and Adult Education, and 2) to build up a Volunteer Ministry that deepens the transformational nature of volunteer and service opportunities in the spiritual lives of our congregants. SPC is open to adjusting roles and responsibilities based upon unique gifts and capabilities of individual candidates.

Swarthmore Presbyterian Church seeks a Director who exhibits a mature Christian faith, a strong sense of call to foster and nurture Christian discipleship in people of all ages, and the heart and skills to shepherd individuals along their faith journeys. This person will understand that Christian formation can be fostered in different settings and through different kinds of experiences, including service, as well as through peer, intergenerational, and mentoring relationships. Not only will this person engage in and model this kind of wholistic ministry, s/he will be committed to helping the whole church to engage in Christian formation in a wholistic way. It is important for the Director to be highly organized, able to manage multiple tasks with grace, attentive to detail, a good verbal and written communicator, a responsible steward of resources, and an advanced planner. This person will have the desire and ability to work in a collegial manner with the staff, volunteers, parents of children and youth, the committees under Christian Formation, and the congregation to the end that the body of Christ will be built up.

**Accountability:** The Director of Christian Formation and Volunteer Ministry is supervised by the Minister for Christian Formation and is responsible to the Head of Staff.

**Responsibilities:**  
Ministry

- Work closely with Minister for Christian Formation to staff, support, and guide the Children's Ministry Committee in its work, especially around teacher recruitment, implementation of new ministries with children, and development of curriculum and programs to be aligned with the vision for Children's Ministry.
- In coordination with Minister for Christian Formation, attend monthly meetings of either the Children's Ministry Committee or Youth Ministry Committee.
- Work with Minister for Christian Formation to lead intergenerational work trips and summer youth trips.
- Work with Minister for Christian Formation, Youth Ministry Committee, and youth ministry volunteer teams to plan and implement programs for high school and middle school youth.
- Build one-on-one pastoral relationships with high school youth, parents of children and youth, college students, and young adults.
- Help youth identify their spiritual gifts and engage them accordingly in the various ministries and volunteer opportunities in the church.
- Encourage youth to apply for leadership positions in the larger church (denominational and ecumenical) and interfaith community. Support them as they apply and serve.
- Offer pastoral care to youth, children, and their families, working closely with the pastoral care team.
- In coordination with clergy staff, provide regular worship leadership for services in the Chapel and occasional worship leadership for services in the Sanctuary. Occasional preaching opportunities may arise.

#### Program Management & Administration

- Attend weekly staff meetings.
- Establish regular communication channels with youth and their families. Keep up with the technologies that accomplish this goal as the technologies evolve.
- In collaboration with Program Staff (Clergy, Director of Music Ministries, and Director of SPNDS), work with Minister for Christian Formation to plan the calendar of Christian Formation programs.
- Work with Minister for Christian Formation to provide staff support to all Christian Formation program areas.
- Serve as Sunday School Superintendent: 1) train and equip Sunday School teachers; 2) be present on Sunday mornings in children's education wing to ensure hospitality, to ensure coverage by teachers and nursery care provider, and to resource Sunday school teachers, pre-K thru 5<sup>th</sup> grade; and 3) supervise nursery care provider.
- Lead as well as equip a team of volunteers to lead weekly Sunday children's enrichment time. Coordinate leadership of, and sometimes lead, Sunday morning summer enrichment for children (starting June 2019).
- Work with Minister for Christian Formation to manage and lead monthly Third Friday programs and Advent workshop.

- Work with Minister for Christian Formation to support special programs, such as nativity pageant, children's cantata, children's activities at Fall Fair, family camping trips, Youth Sunday, Confirmation Sunday, and Senior Blessing.
- Work with Minister for Christian Formation to recruit and train confirmands as liturgists during Lent.
- Communicate with new families, offering hospitality.
- Assist Business Office to track compliance with the church's Child Protection policy and church van usage policy.
- Practice good financial stewardship for all programs. Make reservations and receive payments for youth trips.
- Oversee organization and maintenance of educational spaces. Order supplies for events.

#### Volunteer Ministry Program Management

- Implement data-driven growth and engagement strategy (i.e. tracking attendance at each program, volunteer engagement, and gifts, skills, and interests of members).
- Help Nominating Committee and staff to identify volunteers and potential committee members. Help committees and staff to understand the needs of the volunteers.
- Recruit and engage young adults and college students to serve as volunteers for Youth Ministry.
- Make recommendations to grow and nurture volunteer participation (new members, absent members, etc.).
- Actively participate and recruit at events to encourage volunteer participation.
- Use multiple communication approaches to ensure member awareness and active participation in volunteer opportunities.
- Encourage volunteer recognition and appreciation events.
- Provide staff support to Alternative Christmas, IHN (housing of homeless) and Fall Fair.
- Coordinate, train, and schedule staffing for Receptionist.

*Other Duties as Assigned.*

To apply, please submit a letter of interest and resume via the following link:  
<https://www.indeed.com/job/director-christian-formation-and-volunteer-ministry-6ad2c08ccc94bbad>

**For other inquiries, please contact:**

**Phil Gocke**

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Learn more about Swarthmore Presbyterian Church: [www.swarthmorepres.org](http://www.swarthmorepres.org)

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