

## **Faith Formation Coordinator**

Christ the King Lutheran Church of Delafield, WI

### **Position Summary**

The Faith Formation Coordinator (FFC) at Christ the King Lutheran Church (CTK) collaboratively assists CTK's pastor in ministries related to faith development for the congregation. She/he will be primarily responsible for developing, planning, teaching, and supporting activities related to faith formation in Sunday School, Vacation Bible School (VBS) and the Confirmation Program.

The FCC will assist children and youth and their families to connect with Christ, each other, and the community, in accordance with CTK's mission statement "Alive and Growing through God's grace."

This is a part-time position (estimated 15hrs/week) that reports directly to the Pastor. This position does not include pension or health care benefits.

### **Desired Qualification and Experience**

1. Two or more years of experience working with youth and families in a church, camp, or educational setting.
2. Ministry training related to youth and family ministry, discipleship practices and faith formation processes.
3. Familiar with the Evangelical Lutheran Church in America (ELCA) theology.
4. Valid driver's license and insurance.

### **Specific Duties:**

1. Work collaboratively with the Pastor and the Education Committee in creating, planning, promoting, and implementing programs for Sunday School, VBS, Confirmation and intergenerational activities.
  - a. Build relationships with all the members of the congregation especially with the children and parents.
  - b. Recruit, train and support teachers and other volunteer staff.
  - c. Oversee congregational records related to all children of the church, including those related to enrollment and attendance.
  - d. Regularly communicate information to families, teachers and volunteers, Pastor, committees, and church staff in a timely manner.
  - e. Organize annual events including but not limited to the Christmas program, Easter Breakfast, Bible Education Sunday, recognition of teachers and volunteer staff, and contribute to Rally Day.
2. Work collaboratively with the Pastor and various committees in creating, planning, promoting, and implementing programs for congregational fellowship, community outreach, service/mission trips and retreats.
3. Promote events in the congregation and community in such a way that it clearly and actively invites members and non-members into participation.
4. Participate in the life of the Congregation through regular attendance at worship including sharing a youth message as part of the worship service.

### **Personal and Professional Expectations:**

1. Live out a Christian life that includes worship, study, service, and prayer.
2. Clearly articulate his/her faith.
3. Demonstrate effective communication and organizational skills.
4. Attend worship at CTK.
5. Lead the Education Committee meetings.
6. Attend staff meetings.
7. Participate in other committee meetings in collaboration with the Pastor, and as time allows, such as worship & music.
8. Exhibit enthusiasm and be joyful.