Job Description
Faith Formation Coordinator
Rocky Hill Congregational Church, United Church of Christ

Summary:
Envision, nurture, and coordinate educational programs for children, in accordance with the goals, objectives and policies established by the Faith Formation Ministry, and the core values, beliefs, and vision for our Open and Affirming church.

This approximately 20 hour a week position reports to the Pastor but has a high amount of interaction with the Faith Formation Ministry and other church staff, church leaders, boards, committees, members, and visitors.

General Duties:

- Plan and deliver the Sunday worship “Message for All Ages”. At times, a designee will deliver this message.
- Plan and coordinate ongoing special programs (e.g., Children’s Sunday and the annual Epiphany Pageant)
- Participate in the review and recommendation of the church school curriculum with the Ministry for Faith Formation and Pastor
- Responsibility for activities for children during Sunday morning worship service
- Mentor volunteers/assistants on how to lead youth activities. Provide support and assistance in our volunteer’s development
- Participate in denominationally-sponsored and wider-church educational opportunities and training for Christian Education and Faith Formation ministries
- Participate in Ministry for Faith Formation meetings
- Provide statistics as requested for annual reports for the UCC

Optional duties (if time and interest allows):

- Cultivate interest in youth group activities
- Assist the Faith Formation Ministry with preparing program-related articles and notices for church newsletters and other communication

Requirements and Qualifications

- Previous experience working with children
- Demonstrate enthusiasm and compassion for children, youth and families.
- Proven ability to work independently and as a team member.
- Demonstrated communication skills in electronic, paper and in-person settings
• Ability to maintain a welcoming, courteous and helpful demeanor. Work collaboratively with church staff and congregants.
• Certification program for Faith Formation leadership/worker desired

Work Schedule and Basis of Compensation

This is an exempt, part-time, salaried position. The position is normally scheduled for 20 hours/week (all year). Must attend Sunday services, for leadership and oversight of programming for youth. Infrequently, additional hours may be required based upon church season, mission trips (planning and execution) and/or events, or under the scheduling of the Pastor.