**First Presbyterian Church of Hartford**

136 Capitol Ave

Hartford, CT 06106

**Pastoral Associate for Faith Formation**

**Pay:** $25/hr **Time:** 10 hrs/week

**Job Description:**

**Responsibilities:**

* Oversee the Faith Formation of the congregation
* Attend and participate in worship on the first and third Sunday of the month
* Be responsible for Early Word when present in worship
* Accompany prayground participants in the prayground
* Work with the Faith Formation team to plan the Sunday School year with the guidance of selected curriculum
* Manage in-worship activities for those in the Prayground that relate to the Sunday School lesson
* Enhance prayground area with activities that engage participants’ faith
* Work with younger folks to develop their experience in worship
* Create at least two opportunities for families involved in Sunday School to spend time together outside of church hours
* Organize and lead Advent and Easter Faith Formation Events
* Co-lead Youth Group with adult leader
* Develop Youth Group plan for the programming year 25-26 with the Youth Group Team
* Attend one Youth Group activity per month
* Create Opportunities to have special topic conversations with the group focused on issues that are pressing in their lives
* Co-plan and attend the Youth Group Mission Trip
* Develop a Bible Study plan for the programming year 25-26 with Pastor Nancy
* Teach Bible Study once per month
* Plan and lead one adult education event per month on special topics
* Other duties as deemed necessary by Pastor Nancy, Faith Formation, and Personnel Committees
* Willingness to learn and use Microsoft Teams

**Expectations:**

* 1 weekday and Sundays on-site for a total of 10 hours per week
* Present in worship at least 2 Sundays per month (always Communion Sunday), plus Christmas Eve and Easter
* There are no paid holidays for employees who work fewer than 25 hours per week, so any hours that need to be taken off for vacation/sick time/personal time are expected to be made up.

**Qualifications:**

* Deep understanding of Reformed theology and covenant theology.
* Strong understanding of faith formation principles and practices, including reformed theology.
* Ability to work effectively with diverse groups of people, including children, youth, and adults.
* Minimum 2 years children's ministry experience.
* Ability to collaborate in a multi-staff environment.
* Strong communication and organizational skills.
* Passion for spiritual growth and discipleship.
* Commitment to inclusive and welcoming environments.
* Commitment to ethical standards and personal integrity.

**Application Process:**

Interested applicants are invited to submit a resume of relevant experience and a cover letter to both:

* Nancy Baseel (Pastor) at pastor@firstpreshartford.org
* Melissa Kissi (Chair of Personnel Committee) at mrichard2810@gmail.com

Please include "Pastoral Associate for Faith Formation Application" in the subject line of your email.