

## **Director of Christian Formation and Discipleship**

**Purpose:** First Presbyterian Church is in a season of transformation and growth. We like to describe ourselves as “deeply rooted and branching out.” In recent years we have discerned God calling us to prioritize Holy Spirit-Centered Discipleship, Hands on Local Mission, Friendships Across Difference, and Embracing the Unchurched in mission and ministry as a church.

This role will help us pursue these mission priorities by leading our congregation in discipleship and formation. This role will guide visitors into integrated membership and invite members into deeper discipleship through formation, friendship, and fellowship.

**Reports to:** Head of Staff

### **Responsibilities:**

- **Discipleship: Grow in Friendship**
  - Oversee and collaborate with the Grow Elder and Grow in Friendship Chair
  - Oversee New Member process.
    - ◆ Work with Grow in Friendship Chair to host New Members Classes at least twice a year
    - ◆ Meet with all new members to:
      - plug them in with learning and serving
      - pray for them
    - ◆ Support Shepherd program led by Grow in Friendship Chair
  - Seek to involve all members in the life of the church
    - ◆ Invite less involved members into new learning and serving opportunities
  - Connect members to one another through small groups
    - ◆ Initiate, organize, and support All In Groups
    - ◆ Liaise with Presbyterian Women, Everyman’s Bible Class, and JOY Group
  
- **Discipleship: Connect by Gathering**
  - Oversee and collaborate with the Connect Elder and Gather Chair
    - ◆ Serve as staff liaison for church special events
      - Block Party
      - Ministry Fair
      - Advent Gatherings
      - Christmas Party
      - Lewis Preaching Series
      - Lenten Prayer Breakfast
      - Tomato Day
  - Facilitate Church Retreats
    - ◆ Lead, organize, and recruit a team for the church-wide retreat
    - ◆ Serve as the staff liaison for other retreats (men or women)

- **Christian Formation: Grow in Faith**
  - **Oversee and collaborate with the Grow Elder and Grow in Faith Chair**
    - ◆ **Sunday School**
      - Participate in or teach SS classes every Sunday
      - **Adult Sunday School**
        - Collaborate with and support Adult SS Ambassador to ensure all adult classes have teachers and appropriate curriculum
        - Provide curriculum support:
          - ◆ Assist with scope and sequence of curriculum for all areas
          - ◆ Create a list pre-approved curriculum
          - ◆ Review all new proposed curriculum
          - ◆ Collaborate with the pastors and Session to determine approval for any new curriculum.
      - **Children's Sunday School**
        - Collaborate with and support Children's SS Ambassadors to ensure all children's classes have appropriate teachers and curriculum
        - Assist Children's SS Ambassadors in recruiting teachers and shepherds
        - Teach children's SS classes a minimum of two Sundays a month.
    - ◆ **First Kids**
      - Collaborate with and support First Kids Leader
      - Assist First Kids leader in recruiting specialty area leaders and teachers
      - Be present at First Kids weekly
    - ◆ **Vacation Bible School**
      - Serve as the Director of VBS
      - Recruit a VBS planning team
      - Actively participate in VBS
    - ◆ **Confirmation**
      - Collaborate with and support Confirmation Leader
      - Assist Confirmation Leader in recruiting teachers and shepherds
    - ◆ **Windows to Worship**
      - Lead Windows to Worship

### **Education Requirements:**

- Bachelors of Science or Bachelors of Arts in Education or related field
- Seminary or Bible Education, preferred

### **Qualifications & Skills:**

The ideal candidate would:

- Have a deep and active relationship with God
- Understand the tenets of Presbyterian tradition
- Be a team-builder and team-leader
- Be self-motivated and able to motivate others
- Respect the history of First Presbyterian Church
- Be innovative and forward-thinking
- Be inclusive
- Build trust
- Be a collaborator
- Be a problem-solver
- Be action-oriented
- Have strong oral and written communication skills
- Maintain confidentiality

### **Review Process:**

- 90 Day Evaluation conducted by the Head of Staff.
- Annual performance review conducted by the Head of Staff with input from teams that work with the Director of Christian Formation and Discipleship.
- The Personnel Team will review the performance evaluation, as needed.
- The Business Administrator will maintain the Annual Performance Review.

### **To Apply:**

Please submit a cover letter and resume to [FirstPresSalisbury@gmail.com](mailto:FirstPresSalisbury@gmail.com) with the subject line "Christian Formation and Discipleship."