

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, spanning Children’s Ministry, Youth Ministry, and Adult Education. The Director of Christian Formation and Volunteer Ministry is responsible for working alongside the Associate Pastor for Christian Formation and Volunteer Ministry 1) with a focus on building up Children’s Ministry and 2) developing a Volunteer Ministry that deepens the transformational nature of volunteer and service opportunities in the spiritual lives of our congregants.

Situated in a community that attracts families with school-aged children, Swarthmore Presbyterian Church envisions a robust Children’s Ministry that will build up the church for generations to come. The Director for Christian Formation and Volunteer Ministry is responsible for providing a relational and programmatically vibrant ministry that reflects God’s inclusive love and guides the spiritual development of children through knowledge of the Bible, the cultivation of wonder, compassionate service to one’s neighbor, and trust in the fellowship of the church.

Swarthmore Presbyterian Church seeks a Director who exhibits a mature Christian faith, a strong sense of call to nurture Christian discipleship in children, expertise in early childhood and elementary Christian education and child development, and the heart and skills to shepherd families into the fellowship of the church. This person will understand that Christian formation can be fostered in different settings and through different kinds of experiences, including service, recreation, and outdoor ministry, as well as through peer, intergenerational, and mentoring relationships. It is important for the Director to be highly organized, able to manage multiple tasks with grace, attentive to detail, a strong 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 and collaborative manner with the staff, volunteers, parents of children, the Children’s Ministry Committee, and the congregation to the end that the body of Christ will be built up.

Accountability: The Director of Christian Formation and Volunteer Ministry reports to the Associate Pastor for Christian Formation and is responsible to the Pastor/Head of Staff.

Responsibilities:

- Attend weekly staff meetings.

- Work with the Program Staff and Children’s Ministry Committee to plan a coordinated calendar of church programs.
- Serve as staff liaison to support and guide the Children’s Ministry Committee in its work
 - to recruit Sunday school teachers and volunteers
 - to recruit and train Godly Play leaders
 - to develop curriculum and implement children’s programs according to the strategic plan of SPC’s Children’s Christian Formation
 - to cultivate intergenerational relationships within the church
 - to oversee regular and seasonal programs, such as Third Friday programs, family camping trips, intergenerational service experiences, Advent Workshop, Vacation Bible School, and children’s activities for Fall Fair.
- Serve as Sunday School Superintendent: 1) train and equip Sunday School teachers; 2) be present on Sunday mornings to ensure hospitality, to ensure coverage by teachers and nursery care provider, and to resource Sunday school teachers, pre-K thru 5th grade; and 3) supervise nursery care provider.
- Work with Director of Music Ministry and committee to support special programs, such as nativity pageant and children’s cantata.
- Share leadership of children’s programs, such as “A Time with Children” in weekly Sunday worship service, Third Fridays, Godly Play, and, on occasion, Sunday School lessons.
- Establish regular and effective communication with families of children, utilizing the technologies that accomplish this goal.
- Build caring and trustworthy relationships with children and their parents.
- Reach out to and engage prospective new members with children.
- Nurture the spiritual gifts of children.
- Work with pastoral care team to offer pastoral care to children and their families.
- Intentionally cultivate trustworthy and safe environment for children, including working with the Business Office to track compliance with SPC’s Child Protection policy.
- Practice good financial stewardship for all programs.
- Oversee organization and maintenance of educational spaces. Order supplies for events.

Volunteer Ministry Program Management

- Help members, including youth, to identify their spiritual gifts and engage them accordingly in the various ministries and volunteer opportunities in the church
- Work with Associate Pastor for Christian Formation and Volunteer Ministry to develop opportunities for volunteers to reflect theologically on their service.

- Communicate volunteer opportunities; coordinate the annual Time & Talent Fair; and ensure volunteer recognition and appreciation.
- Develop and implement an engagement strategy (i.e. tracking attendance at each program, volunteer engagement, and gifts, skills, and interests of members), with special attention on young adults and college students.
- Work with existing committees to equip volunteers for the various ministry areas of the church.
- Provide administrative support to Alternative Christmas, IHN (housing of homeless) and Fall Fair.
- Recruit, coordinate, and train volunteer receptionists.

Other Duties as Assigned.

Interested candidates should email a letter of interest and current resumé to:

Phil Gocke

staffing@swarthmorepres.org

c/o Swarthmore Presbyterian Church 727 Harvard Avenue
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