

## Director of Christian Formation, Part-Time

<b>Title</b>	Director of Christian Formation
<b>Organization</b>	Immanuel Presbyterian Church 9252 E. 22 <sup>nd</sup> St. Tucson, AZ 85747 <a href="http://www.immanuelpc.org">www.immanuelpc.org</a>
<b>Background</b>	Immanuel Presbyterian Church is seeking innovative and enthusiastic candidates for the position of Director of Christian Formation (DCF). This position reports directly to the Pastor/Head of Staff and operates in partnership with the Christian Education Team.
<b>Position Summary</b>	The purpose of the Director of Christian Formation is to empower all ages to grow in Christian discipleship through Christian Education. The DCF will plan, develop, supervise, and work with teachers, volunteers, Christian Education Team, Staff, and Session.
<b>Duties &amp; Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Direct specific programs and initiatives including, but not limited to VBS and Sunday morning Christian Education.</li> <li>2. Build, nurture, empower, and lead the various Christian Education activities for all ages.</li> <li>3. Relate with people of all ages in the church and community.</li> <li>4. Lead children's sermon regularly in both services, in consultation with Head of Staff.</li> <li>5. Regularly communicate with the congregation and community regarding Christian Education through personal and phone conversations, social media, and church website and publications.</li> <li>6. Coordinate with other teams and entities, such as Immanuel teams, Presbytery, and community.</li> <li>7. Supervise CE volunteers and Nursery staff, under the Head of Staff's guidance.</li> <li>8. Participate as a member of the Immanuel staff and attend weekly staff meetings.</li> <li>9. Plan and communicate upcoming events and opportunities and provide input to Immanuel calendar.</li> <li>10. Manage the CE budget, in collaboration with the CE team, which includes procuring supplies for all Christian Education activities.</li> <li>11. Ensure that volunteers at Immanuel are educated about, and follow, the laws and policy of the Presbyterian Church U.S.A., Immanuel, and the State related to children and education.</li> </ol>

## Director of Christian Formation, Part-Time

<b>Knowledge, Skills, &amp; Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Build, nurture, empower, and lead the Christian Education Team involving these areas:               <ol style="list-style-type: none"> <li>a. <i>Early Childhood Ministry</i> <ul style="list-style-type: none"> <li>• Coordinate Early Childhood worship programs in partnership with Nursery Director, Time Together and Worship Activity Bags</li> <li>• Evaluate, recommend, select, and implement curricula</li> </ul> </li> <li>b. <i>Children's Ministry</i> <ul style="list-style-type: none"> <li>• Evaluate, recommend, select, and implement curricula</li> </ul> </li> <li>c. <i>Adult Education Team</i> <ul style="list-style-type: none"> <li>• In coordination with CE Team evaluate, select, and implement curricula and class offerings</li> <li>• Recruit teachers for these classes</li> </ul> </li> <li>d. <i>Cross-generational Education/Activities</i> <ul style="list-style-type: none"> <li>• Develop cross-generational opportunities</li> </ul> </li> </ol> </li> <li>2. Direct specific programs and initiatives, which currently include:               <ol style="list-style-type: none"> <li>a. Sunday morning Christian Education</li> <li>b. Plan and lead Summer VBS Team                   <ul style="list-style-type: none"> <li>• Recruit and lead VBS leaders and teachers</li> <li>• Plan, publicize, and participate in VBS in coordination with CE Team</li> </ul> </li> <li>c. Participate on the Confirmation Team (as convened), in conjunction with the Head of Staff                   <ul style="list-style-type: none"> <li>• Recruit adult leaders</li> <li>• Develop and/or locate curriculum in coordination with Pastor</li> </ul> </li> <li>d. Keep current about educational needs and new trends in Christian Education for all age groups and youth ministry and share findings with the Christian Education Team.</li> </ol> </li> <li>3. Relate with people of all ages in the church and community.               <ol style="list-style-type: none"> <li>a. Recognize that relevant and engaging educational opportunities are critical to every phase of life.</li> <li>b. Relating to children and youth, the Director will:                   <ul style="list-style-type: none"> <li>• Plan out events one to three months ahead and communicate to congregation</li> <li>• Engage youth participation in Immanuel activities</li> <li>• Accept students where they are</li> </ul> </li> </ol> </li> </ol>
--	---

## Director of Christian Formation, Part-Time

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Mentor them in developing their relationship with God</li><li>• Provide students with opportunities for nurture, growth, and service</li><li>• Challenge them to respond to God's call to serve in their communities and world.</li></ul> <p>c. Relating to adults, the Director will:</p> <ul style="list-style-type: none"><li>• Engage adults with fresh and innovative educational opportunities that reflect a diversity of interests and learning styles</li><li>• Seek dialogue with and input from the congregation to discern the above</li><li>• Recognize and honor the differing and changing realities of adults in various phases of life</li></ul> <p>4. Regularly communicate with the congregation and community regarding Christian Education.</p> <ul style="list-style-type: none"><li>a. Include information in newsletter, bulletins, website, and social media.</li><li>b. Work with Communication Team to advertise events.</li><li>c. Promote events at IPC and other places.</li></ul> <p>5. Coordinate and participate with other entities to include IPC teams, Presbytery, and community.</p> <ul style="list-style-type: none"><li>a. Coordinate with teams for IPC seasonal events such as youth brunches; Trunk or Treat; Advent Festival; Pageant; etc.</li><li>b. Act as Immanuel liaison for Montlure Presbyterian Church Camp.<ul style="list-style-type: none"><li>• Promote attendance</li><li>• Gather and disseminate information about camp</li></ul></li></ul> <p>6. Supervise volunteers and Nursery staff, under the Head of Staff's oversight.</p> <ul style="list-style-type: none"><li>a. Supervise Nursery Coordinator and Nursery Assistant, under the guidance of the Head of Staff.</li><li>b. Assist the Personnel Team and Head of Staff in hiring nursery staff.</li><li>c. Coordinate with and oversee nursery staff.</li><li>d. Recruit and oversee volunteer teachers and leaders to implement the education and activities of Christian Education.</li></ul> <p>7. Participate as a member of the IPC staff.</p> <ul style="list-style-type: none"><li>a. Attend weekly Staff meetings.</li><li>b. Serve as a member of the Christian Education Team.</li></ul> |
|--|---|

## Director of Christian Formation, Part-Time

	<ul style="list-style-type: none"> <li>c. Meet weekly with Head of Staff.</li> <li>d. Participate in continuing education (e.g.: workshops, seminars, webinars) at least once a year and share findings with the CE Team.</li> </ul> <p>8. Ensure that all volunteers at IPC are educated about, and follow, the laws and policy of the Presbyterian Church, Immanuel and the State related to child safety.</p> <ul style="list-style-type: none"> <li>a. Ensure all volunteers working with children receive a copy of and follow the Immanuel Nursery Child Safety Policy and follow Child Protection laws.</li> <li>b. Ensure all volunteers working with Christian Formation teams and programs receive a copy of and follow the Presbytery de Cristo Policy and Procedure on Sexual Misconduct.</li> <li>c. Provide training regarding policies as needed.</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>1. Experience and/or openness to working effectively with youth, adults, individuals from a wide variety of theological and political backgrounds, and teams of volunteers.</li> <li>2. Conversant and/or willingness to become familiar with Reformed theology and committed to working respectfully with a wide variety of theological perspectives.</li> <li>3. Vision, creativity, and a demonstrated ability to plan, develop, coordinate, manage, and implement a Christian Education program. This includes ability to develop/select and implement appropriate curriculum for various age groups.</li> <li>4. Excellent written and verbal communication skills.</li> <li>5. Working knowledge of social media (i.e. Facebook, Instagram, Twitter, Remind), data sharing (i.e. Google Drive, Dropbox) and productivity applications (i.e. Microsoft Office, Google Docs). Should also be comfortable using mobile devices (i.e. smart phones, laptops, tablets) and peripherals (i.e. projectors)</li> <li>6. A bachelor's degree is preferred.</li> </ul>
<b>Full-time/Part-time</b>	Part-time
<b>Hours</b>	25 hours
<b>Benefits</b>	No
<b>Posted rate of pay</b>	DOE (Dependent upon Experience)
<b>Background Check</b>	Must pass criminal and CPS background check.
<b>Contact Information</b>	Rev. John Tittle 520-296-2253 <a href="mailto:john@immanuelpc.org">john@immanuelpc.org</a>

## Director of Christian Formation, Part-Time

<b>Application Instructions</b>	Please email a completed Director of Christian Formation application (found at <a href="http://www.immanuelpc.org">www.immanuelpc.org</a> ), a cover letter, and resume to Rev. John Tittle ( <a href="mailto:john@immanuelpc.org">john@immanuelpc.org</a> )
-------------------------------------	--