

## POSITION DESCRIPTION

### **POSITION: Director of Faith Formation and Family Ministry**

#### **I. DESCRIPTION OF DUTIES**

- A. Position Summary: To plan, create, develop, supervise, lead and direct the ministry of Faith Formation for children at Ladue Chapel in accordance with the policies and directions of Session, in relationship with the Pastor/Head of Staff, Associate Pastor for Faith Formation, Office Staff, Session, Christian Education Committee, Children's Ministry Committee, Teachers, Leaders and Congregation.
- B. Position Duties:
1. Assist the Children's Ministry Committee in the development and implementation of a destination-quality Christian education program for children.
    - a. With the Associate Pastor for Faith Formation, supervise the selection and procurement of approved curriculum
    - b. Recruit, train, nurture, and support teachers.
    - c. Secure and provide equipment and supplies on behalf of the educational program
    - d. Meet regularly with the Children's Ministry Committee and its chairperson
  2. Assist the Associate Pastor for Faith Formation and the Christian Education Committee in developing and implementing a comprehensive program of Christian education and faith formation for all ages.
    - b. Meet regularly with the Associate Pastor for Faith Formation
    - c. Meet regularly with the Associate Pastor for Youth and Young Adults to insure consistent programming and communication with parents, teachers, and the congregation to provide a coordinated faith formation experience from birth through high school.
  3. Assist the Christian Education Committee and the Children's Committee in developing and implementing a ministry to families toward forming them in Christian faith and Christian practices.
    - a. Provide follow up to baptized children and their families
    - b. Provide resources to families to assist them in fulfilling their baptismal vows to their children
    - c. Provide families with resources and instruction on the sacraments of Baptism and the Lord's Supper in preparation for their children to participate in congregational worship
    - d. Provide for special events such as the Christmas Pageant, Palm Sunday Brunch, and All-Age Advent Education.

4. Direct and coordinate the weekly Route 345 Fellowship for third through fifth grade children.
  - a. Provide for Route 345 field trips.
5. Assist the Children's Ministry Committee in developing and implementing Vacation Bible School
  - a. Recruit VBS director(s), teachers and student assistants
  - b. Recommend and secure VBS curriculum
  - c. Assist VBS director(s) in implementing VBS
6. Provide for a secure, attractive and hospitable Nursery for use on Sunday mornings and during other church events.
  - a. Recruit, hire, and supervise Nursery staff
  - b. Maintain rooms, supplies, and equipment
  - c. Provide for Nursery security
7. Serve as the staff liaison to the Director of the Play Day Out Program and to the Director of the Ladue Chapel Nursery School. With the Pastor/Head of Staff conduct an annual performance review of the Director of Play Day Out.

## **II. RELATIONSHIPS**

The Director of Christian Education will work in close cooperation with the Associate Pastor for Faith Formation, the Associate Pastor for Youth and Young Adults, the Christian Education Committee and its chairperson, the Children's Ministry Committee and its chairperson, as well as with all members of the church staff and congregation. The Director will also serve as the staff liaison to the Ladue Chapel Nursery School and the Play Day Out program, working cooperatively with the directors of each.

## **III. ACCOUNTABILITY**

Accountable to the Associate Pastor for Faith Formation, the Pastor/Head of Staff, and the Session.

## **IV. EVALUATION**

Performance and compensation reviews will be conducted annually by the Associate Pastor for Faith Formation, the Pastor/Head of Staff and the Staff Resources Committee. Informal performance reviews will be conducted quarterly by the Associate Pastor for Faith Formation.

## **V. EXPECTATIONS**

Master's Degree with emphasis in children's education and/or Christian education.  
Christian faith and personal spiritual depth  
Experience leading children  
Invitational, inclusive, and hospitable