

POSITION AVAILABLE

Director of Faith Programming

***First Parish Church Congregational, United Church of Christ
218 Central Ave, Dover NH 03820
firstparishdover.org***

Position Description:

First Parish Church, United Church of Christ, is seeking candidates for the position of Director of Faith Programming, combining the functions of Christian Education Coordinator and Youth Ministries Coordinator, beginning July 1, 2019.

The qualities sought in this leader: She or he relates comfortably with children, youth, and with their parents. This person practices a Christian faith, integrating theology and spirituality with their life as a faith leader.

Responsibilities will be focused on developing, coordinating and facilitating Christian Education programs for all ages, with a focus on youth ministries. A particular focus will be on outreach and inclusion to seekers, non-members, and lapsed church families within the community.

Specific responsibilities include, but are not limited to:

Development and Support:

- Sunday School Curriculum/program
- Middle School and High School youth fellowship programs
- Youth mission projects
- Future growth opportunities such as Vacation Bible School and major mission trips

Coordination and Facilitation:

- Family Worship service prior to Sunday School classes each week
- Special events: Church Picnic, Epiphany Pageant, Children's Sunday
- Recruit and provide training and support of Sunday School teachers and volunteers
- Compliance with Safer Spaces policy

Administrative:

- Weekly contribution to Church publications through print, electronic and social media
- Attend monthly meetings of Christian Education Board and Church Council
- Attend staff meetings
- Coordinate coverage for nursery care
- Work within the allocated budget
- Maintain accurate records, including attendance and student registrations

This position works in cooperation with:

The Pastor, Church Administrator, and other program and support staff of First Parish Church.

Qualifications: Experience with youth and children and a desire to assist this church in developing a strong Christian Education and Youth Program

A. Personal:

- a. Commitment to the Christian faith in an ecumenical environment
- b. Enthusiasm and optimism around educational ministry to youth and children and their families
- c. Ability to work with youth and children and concern for their nurturing as persons and as followers of the example of Jesus Christ
- d. Strong listening skills and sincere interest in others
- e. A commitment to the whole First Parish Church community through consistent presence and engagement across the entire spectrum of church life
- f. A passion for outreach into the wider community

B. Professional Skills:

- a. Successful experience with children and youth.
- b. Understanding of development of children, Pre-K through teens
- c. Strong verbal and written communication skills
- d. Ability to educate, communicate, and connect to families of children and youth
- e. Ability to recruit, coordinate, train, motivate, and supervise volunteers

C. Education and Experience:

- a. Minimum of Bachelor's degree required.
- b. Relevant professional experience

Expectations/Accountability:

Position is responsible to the Senior Pastor and Church Administrator as a member of the staff.

The Senior Pastor will conduct annual reviews to enable goal setting and congregational support.

Time Required: An average of 20 hours per week during the program year; program planning time in July and August. Sunday commitment is required; preparation and planning work days and hours are flexible. Annual salary: \$ 25,000.

Interested applicants should send professional resume and contact information for 3 professional references to:

First Parish Church
Attn: Mr. Rick Gremlitz, Church Administrator
218 Central Ave
Dover, NH 03820