

Part-Time Director of Spiritual Formation at John Calvin Presbyterian Church

JCPC is a lively congregation located in Annandale, VA, a suburb inside the beltway of the Washington, DC metro area. Our natural setting and peaceful sanctuary in the midst of a busy, cosmopolitan area complements our hope for justice and peace in life, and in the world in which we live. Ours is an outreach-oriented congregation seeking a part-time Director of Spiritual Formation (DSF) to join our ministry team. JCPC's ministry team includes the Pastor, Session, Administrative Assistant, Director of Music and Organist.

Considered a small to medium sized Protestant congregation, JCPC has historically been a solo pastor church. We are seeking to enhance our ministry to children, youth and families in the Annandale area. In pursuit of this nascent ministry, we are looking for the person we believe God is preparing for ministry with us.

In consultation with the Pastor, the DSF coordinates the work of the Spiritual Formation committee for children, youth, and families. In addition to providing leadership in Spiritual formation programs, the DSF supervises, advertises, and coordinates programs in partnership with the ministry team and other committees of the church. The DSF is supervised by the Pastor and is accountable to the Session.

This position is 15-18 hours per week.

Mission

To assist in developing a comprehensive program of Spiritual Formation / Christian Education for children, youth, and families.

The DSF will recommend curriculum, recruit and train teachers, and equip classrooms. Working with the Pastor, the DSF is responsible for planning and recruiting teachers for education and spiritual formation of children and youth, and for helping to create intergenerational experiences and seasonal celebrations.

Leadership Functions

- Staff the Spiritual Formation Committee and recruit new members for it with the assistance of the Spiritual Formation Committee.
- Recruit and train leaders and teachers with emphasis on spiritual growth and team building, lesson planning and teaching techniques, and policies and procedures related to JCPC
- Regularly monitor volunteer staff's work and keep job descriptions current for children's ministry activities
- Insure compliance of JCPC Child Protection Policy
- Oversee provision of care for infants and toddlers in the Nursery during Sunday morning worship

- Develop and maintain a budget for children's ministry
- Coordinate purchasing of supplies and materials for effective children's and youth ministry.
- Provide leadership in coordination with the Pastor for Confirmation of senior high youth as needed. (Not a yearly requirement as of now.)
- Maintain attendance records of Sunday morning children's and youth programs.
- Attend staff meetings, Session meetings, the annual Session planning retreat, and participate in our Sunday programs. Hours spent in each area count toward weekly total.
- Engage in continuing education for professional and spiritual growth. Continuing education allowance to be negotiated.
- Other mutually agreed upon duties.

Preferred Skills/Experience

- Christian Educator or educator in public or private education setting
- Experience in and desire to work with children and youth
- Experience in a Christian Education setting
- Excellent organizational, communication and interpersonal skills
- Skilled in computer and Internet communications
- Salary: Commensurate with experience and education.

Qualifications

Strong, mature Christian faith

Bachelor's Degree (preferably in education or theology) from an accredited institution; teaching, supervisory and administrative experience in Christian Education; strong interpersonal skills.

Resumes may be submitted to:

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