

POSITION DESCRIPTION

Director of Adult Christian Formation

(Part Time: 25 hours per week)

Reports To: Associate Pastor for Christian Formation

Job Summary

Lead Westminster's Adult Education and Formation ministries to assist adults throughout the Congregation in forming and deepening their Christian faith.

Essential Functions:

- Plan adult formation programs, establishing educational goals, arranging courses and discussion groups, coordinating and scheduling instructors and setting program calendar for classes and activities. These ministries should help deepen adults' theological, spiritual, and biblical understanding.
- Serve on the Christian Formation Committee as liaison with the Adult Formation Subcommittee. Work with the Adult Formation Subcommittee in planning and evaluating Adult Formation programs.
- Collaborate with the Christian Formation staff, consisting of the Associate Pastor for Christian Formation, the Associate Pastor for Youth and Young Adults and the Director of Children's Ministries, to ensure coordinated and comprehensive congregational educational and formational ministries.
- Purchase and recommend adult educational and formational resources for the church library. Serve as a staff resource for the volunteer librarian.
- Oversee room setup, atmosphere and equipment for formational events.

Other Responsibilities

- Oversee program budgets and prepare program annual reports. May be asked to report on program activities to the Westminster Session.
- Attend all Board Meetings of the Reformed Institute and serve on committees as assigned by the Institute. Act as liaison to Westminster for all programs and offerings of the Institute.

Qualifications:

- Bachelor's degree required; Master's degree preferred.
- Demonstrated experience in working effectively with a community of faith.
- Effective project management experience.

Core Competencies:

- **Mission Ownership.** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Westminster church. Teaches these values to others and supports these values in the way they lead assigned teams and programs.

- **Spiritual Maturity.** Continually seeks to develop spiritually. Models and develops faith, humility, accountability and servant leadership in all church relationships. Demonstrates a commitment to following Jesus Christ and to the church local and universal.
- **Interpersonal Skills.** Establishes good working relationships with others throughout the staff and congregation, building appropriate rapport and using diplomacy and tact. Considers the impact of their actions on others, is approachable and avoids communication triangles.
- **Integrity and Trust.** Is seen as trustworthy by others. Practices direct, honest and transparent communication. Keeps confidences. Admits mistakes. Doesn't operate with hidden agendas. Responds to situations with constancy and reliability.
- **Creativity and Innovation.** Generates new ideas and fresh approaches, taking acceptable risks in pursuit of innovation. Has good judgment about which creative suggestions and ideas will work and learns from mistakes.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans an approach accordingly.
- **Project Management.** Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems.