

Manassas Presbyterian Church
8201 Ashton Avenue • Manassas, VA 20109
(703) 369-2058

Interim Director of Christian Formation Ministries
Position Description

Manassas Presbyterian Church is seeking an Interim Director of Christian Formation to serve over the summer, while the church conducts a search for a new Director. The Interim Director of Christian Formation will work closely with the Pastor and the Christian Formation Ministry Team (CFMT), lay volunteers and staff in coordinating Christian Formation Ministries. Specifically, the Director will develop and coordinate ministries for children, youth and families. These ministries currently include youth ministry (combined middle and high school youth group), Vacation Bible School (VBS) and nursery (there is no youth/children's Sunday School over the summer).

Responsibilities include the following:

- Work with the CFMT to develop goals and objectives for Christian formation ministries in concert with the church vision and mission statement.
- Provide opportunities for Christian education and spiritual growth for youth and families consistent with the theology and values of the Presbyterian Church (USA).
- Work with lay volunteers by encouraging, coaching, and offering resources to strengthen their effectiveness.
- Lead youth group (currently combined middle school and high school students), along with support from lay volunteers.
- Provide administration for youth ministries (forms, supplies, scheduling, registrations). Work with MPC Office Manager to place orders for supplies.
- Accompany high school youth to Montreat youth conference and middle school youth to Massanetta youth conference, along with adult volunteers. (Note: reservations have already been made for these conferences).
- Identify curriculum resources for youth group and VBS. Research, order, and distribute curriculum materials.
- Oversee all aspects of Vacation Bible School, including
 - Review curriculum and determine supplies needed. Work with Office Manager to place curriculum and supply orders.
 - With the VBS co-directors, recruit volunteers and determine needed resources. Prepare registration forms and pertinent information for participants. Prepare all advertising and parent information.
 - During VBS itself, work with co-directors to ensure an event that functions smoothly.
- Ensure that nursery workers are scheduled (these are paid positions).
- Ensure that all volunteers and paid nursery workers follow the MPC Child Protection Policy, including working with the Office Manager on completion of criminal background checks.

Position duration: We expect the position to last from late May through late August, with flexibility for the schedule of the Interim Director.

Please send resume and letter of interest to Rev. Dawn Mayes, Pastor, at Pastor@mpc-va.org