

POSITION DESCRIPTION

Director of Adult Formation

(Part Time: 20-25 hours per week)

Westminster Presbyterian Church in Alexandria, Virginia has a legacy of transformative educational opportunities for adults. Our members seek to create a community that is grounded in the Christian faith and yearns to further explore living their faith in the world through expert led Sunday morning classes, extensive study of the Old and New Testament, congregation-wide book reads/discussions, international trips (e.g., Israel, Scotland, Kenya), and partnerships with the Reformed Institute and Agudas Achim. To that end, the church seeks a Director of Adult Formation to expand on that rich history, with creativity and theological imagination.

Reports To: Associate Pastor for Christian Formation

Job Summary

Lead Westminster's Adult Formation ministries to provide education engagement, experiences, and tools and practices to adults to deepen their Christian faith.

Essential Functions:

- Plan and lead adult formation programs, which will include establishing formation goals; arranging courses, experiences, and discussion groups; coordinating and scheduling external/internal instructors; and setting the program calendar for classes and activities in coordination with the Associate Pastor of Christian Formation. These ministries should help deepen adults' theological, spiritual, and biblical understanding, while embracing the congregational commitment to exploring multiple viewpoints on social, political, and even theological issues, and facilitate engagement in the larger DC-area spiritual community.
- Seek ideas from and proactively bring ideas to the Adult Christian Formation Committee based on congregational input, feedback, and expertise.
- Provide program updates to and meet regularly with the Adult Christian Formation Committee Chairperson (e.g., attendance, budget, issues) to support Session updates.
- In partnership with the Adult Christian Formation Committee Chairperson, be a liaison to and serve on the broader Christian Formation Committee.
- 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 – and avoid programing conflicts.
- Research and purchase or develop adult educational and formational resources and make them available to the congregation online, in the church library or through other channels. Serve as a staff resource for the volunteer librarian.
- Oversee room setup, video streaming arrangements, 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.
- Act as Westminster liaison to the Reformed Institute of Metropolitan Washington.

Qualifications:

- Bachelor's degree required; Master's degree in related field, preferred.
- Demonstrated experience in working effectively with a community of faith, or non-profit experience preferred. Contacts and relationships with educators and subject matter experts in Christianity and topics of interest preferred.
- 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.