

**POSITION:** Minister of Faith Formation

**REPORTS TO:** The Rev. Nancy McHugh, Dennis Union Church

**DATE OF DESCRIPTION:** September 10, 2024

The children, youth, families, staff and full membership of the Dennis Union Church (“DUC”) seek a creative, nurturing, and faithful leader to walk alongside us and guide us as our Minister of Faith Formation (“MFF”).

**Job Description Summary:**

The MFF is responsible for envisioning, planning, organizing and implementing the faith formation programs for youth and adults at DUC; working with the Senior Pastor to envision and construct a curriculum for children; supervising Sunday School; and occasional worship leadership (participation and preaching). The position anticipates 24 hours per week for 48 weeks annually. The MFF reports directly to the Senior Pastor and partners with the Board of Christian Education (“BCE”). DUC is committed to being an inclusive church, grounded in Christian love, and committed to service. We are an Open and Affirming congregation, fully inclusive and welcoming of all LGBTQIA+ individuals and families and committed to continued learning and growth.

**Essential Responsibilities:**

1. Plan, develop, coordinate, and evaluate weekly Religious Education curriculum and ongoing programming for DUC children, youth, and adults in coordination with the Senior Pastor, Music Director, and BCE.
  - a. Create and coordinate the Children’s Message with Senior Pastor.
  - b. Plan, coordinate, and execute youth gatherings, adult faith formation programming, intergenerational game nights, related service projects
  - c. Work with Senior Pastor with Confirmation Class curriculum and delivery (note: DUC has 11 confirmation students for 2024).
  - d. Assist in record keeping, enrollment, and guidance for students and parents engaged in the faith formation process.
  - e. Manage children and youth database and mitigate risk associated with allergy restrictions
2. Maintain regular communication with students, families and church membership on programs and schedules through bulletins, newsletters, text messages, including a proficiency with current digital, communication, and social media tools.
3. Work in partnership with the Senior Pastor to provide care to the wider DUC community.
4. Meet regularly with the senior Pastor to discuss matters of mutual concern, budgets, and program planning.
5. Meet regularly with the BCE and attend staff meetings.

6. Select curriculum materials as well as all other items for budget consideration or expense for approval by the BCE.
7. Maximize user of resources and supplies by finding ways to use current inventory and purchasing responsibly sourced goods in quantities that can be used in the near term.
8. Recruit and support volunteers following the DUC Safe Church Policies
9. Be responsible for overseeing that students have transportation to and from off-campus events according to Safe Church Policy
10. Represent the DUC in regional activities related to the children's and youth faith formation.
11. Adhere to the DUC Personnel and Safe Church Policies.

**This job description is not intended to be a complete description of all essential functions and other responsibilities. Essential functions and other responsibilities may be added, modified or deleted at any time by the Senior Pastor; however, changes will normally be consistent with the nature of the position.**

**Professional and Professional Qualifications:**

- Commitment to the Christian faith and experience working in the church.
- Enthusiastic and optimistic about working with youth.
- Willing to engage in continuing educational opportunities focused on ministry and Faith Formation.
- Works effectively with all ages, is an effective communicator, organized, self-directed and collaborative
- Academic training in education, some religious or biblical studies, human and faith development helpful or equivalency through UCC (or other denominational) conferences, courses, and/or workshops.

Position is 24 hours per week, for 48 weeks annually, to include specific office hours salary is \$40,000.

If interested, please submit your resume and letter of intent, addressed to the Rev. Nancy McHugh, at [revmcq@duchurch.org](mailto:revmcq@duchurch.org).