

POSITION DESCRIPTION

POSITION: Director of Faith Formation and Family Ministry

I. DESCRIPTION OF DUTIES

A. Position Summary: To plan, create, develop, supervise, lead and direct the ministry of Faith Formation for children at Ladue Chapel in accordance with the policies and directions of Session, in relationship with the Pastor/Head of Staff, Associate Pastor, Office Staff, Session, Children and Youth Ministry Committee, Teachers, Leaders and Congregation.

B. Position Duties:

1. Assist the Children's Ministry Committee in the development and implementation of a destination-quality Christian education program for children.
 - a. With the Associate Pastor, supervise the selection and procurement of approved curriculum
 - b. Recruit, train, nurture, and support teachers.
 - c. Secure and provide equipment and supplies on behalf of the educational program
 - d. Meet regularly with the Children and Youth Committee and its chairperson
 - e. Meet regularly with, and assist, the Associate Pastor to insure consistent programming and communication with parents, teachers, and congregation to provide a coordinated faith formation experience from birth through high school.
2. Assist the Children and Youth Committee in developing and implementing a ministry to families toward forming them in Christian faith and Christian practices.
 - a. Provide follow-up to baptized children and their families
 - b. Provide resources to families to assist them in fulfilling their baptismal vows to their children
 - c. Provide families with resources and instruction on the sacraments of Baptism and the Lord's Supper in preparation for their children to participate in congregational worship
 - d. Provide for special events such as the Christmas Pageant, Palm Sunday Brunch, and Game Night.

4. Direct and coordinate the weekly Monday Music and More program along with

the Minister of Music for children in grades K-5.

5. Assist the Children and Youth Committee in developing and implementing Vacation Bible School
 - a. Recruit VBS director(s), teachers and student assistants
 - b. Recommend and secure VBS curriculum
 - c. Assist VBS director(s) in implementing VBS
6. Provide for a secure, attractive and hospitable Nursery for use on Sunday mornings and during other church events.
 - a. Recruit, hire, and supervise Nursery staff
 - b. Maintain rooms, supplies, and equipment
 - c. Provide for Nursery security
7. Serve as the staff liaison to the Director of the Ladue Chapel Nursery School. Once a month plan an activity to do with the children attending the Ladue Chapel Nursery School.

II. RELATIONSHIPS

The Director of Christian Education will work in close cooperation with the Associate Pastor, the Children and Youth Committee and its chairperson, as well as with all members of the church staff and congregation. The Director will also serve as the staff liaison to the Ladue Chapel Nursery School.

III. ACCOUNTABILITY

Accountable to the Associate Pastor for Faith Formation, the Pastor/Head of Staff, and the Session.

IV. EVALUATION

Performance and compensation reviews will be conducted annually by the Associate Pastor, the Pastor/Head of Staff and the Staff Resources Committee.

V. EXPECTATIONS

Bachelor's Degree
Christian faith and personal spiritual depth
Experience leading children