

## CALVIN CHRISTIAN REFORMED CHURCH POSITION DESCRIPTION

**POSITION TITLE:** Minister of Faith Formation

### **SUMMARY OF KEY RESPONSIBILITIES:**

Calvin Christian Reformed Church seeks to intentionally develop a culture of discipleship and ongoing faith formation for members of all ages and stages in their faith journey. The full-time (1.0 FTE) Minister of Faith Formation will be responsible for leading the congregation in developing this culture throughout all of our ministries, and for leading our youth from middle school through post-high school. The Minister of Faith Formation will work as part of a collaborative team ministry with the Minister of Worship and Pastoral Care and the Minister of Visitation, calling all members and generations to our mutual responsibility and joy in growing our faith.

### **QUALIFICATIONS:**

#### **Education**

1. Graduate of an accredited seminary endorsed by the Christian Reformed Church.
2. Ordained or eligible for ordination in the Christian Reformed Church highly preferred. Candidates may also be qualified if they are ordained in the Reformed Church of America or in a denomination in fellowship with the Christian Reformed Church of North America.
3. Educational preparation specific to youth ministries.
4. Commitment to life-long learning.

#### **Experience**

1. Minimum is completion of an affiliation or intern placement with an organized church, preferably with direct involvement in youth ministries, development of lay leaders, and congregational faith formation.
2. Leading/coordinating youth programs and lay ministries.

#### **Personal**

1. Deep personal commitment to Jesus Christ, with a love for God's people of all ages and a dedication to fostering Christ-likeness in all members.

2. Understanding of, appreciation for, and commitment to the Reformed perspective in general and the Christian Reformed Church in particular.
3. Relationally warm and inviting, confident, outgoing, self-motivated, independent, organized, and servant-minded.
4. Able and willing to work within a collaborative team ministry and to coordinate and delegate responsibilities of lay leaders as necessary.
3. Understanding of faith formation as a process, and the ability to lead others through this process.
4. Able to translate vision and broad ideas into actionable steps for individuals and programs.
5. Able to develop, promote, and execute program ideas to members of the congregation and to inspire their participation.
6. Able to work with all members of the congregation to shape and sustain a vision for Calvin Christian Reformed Church's desire for continued faith formation.

**ACCOUNTABILITY:**

The Minister of Faith Formation reports directly to the Council. As a requirement of Council policy, a performance review is conducted bi-annually by the Council. The results of the review, including performance observations and recommended changes in the position description, are presented to the Elders for information or action.

**RESPONSIBILITIES:**

**Administrative Oversight of Education and Youth Programs**

1. Serve as a member of the Education Committee and provide administrative assistance to the Chair of the Education Committee as needed. Work within the Education Committee to ensure appropriate resources are available for programs involving youth education and youth faith development.
2. Provide a lead role in all programs that develop the Christian faith of youth in middle school through post-high school. This includes leading and directly assisting church volunteers in helping our youth take their next step with Jesus. Such work often requires the investment of relational and spiritual capital.
3. Actively promote, develop, and support strong volunteer leadership in church educational programs, children's ministries, and in programs that focus on the faith formation of middle school through post-high school youth.
4. Encourage members of all ages to participate in inter-generational programs that advance the faith formation of all members.

5. Develop initiatives conducive to inter-generational faith formation, which may include Bible studies, small groups, or fellowship opportunities.
6. Collaborate with other staff to incorporate inter-generational faith formation themes across the spectrum of Calvin Church's ministries.
7. Develop and oversee the enfolding process for Calvin CRC.
8. Organize and lead occasional mission/service trips, particularly those that promote inter-generational faith formation.

### **Pastoral Care**

1. Provide pastoral counseling as requested or needed (in collaboration with other ministers).
2. Participate in worship services (in collaboration with other ministers).
3. Preach a regular schedule of sermons, approximately once or twice each month (if ordained).
4. Perform weddings and funerals as requested (if ordained).
5. Identify congregational needs and communicate them to Elders and staff.

### **Communication with Council and Congregation**

1. On a rotating schedule with the Minister of Worship and Pastoral Care, attend and participate in regular Elders, Executive Committee, and Council meetings.
2. Provide monthly reports to the Council on activities, successes, challenges, and need for support.
3. Provide periodic reports to the congregation on programs and ministries via Courier articles, bulletin announcements, Adult Fellowship presentations, etc.

### **Miscellaneous Responsibilities**

1. Undertake necessary assignments as part of membership in the various judicatories of the Christian Reformed Church in North America (e.g., Classis, Synod).
2. Complete other tasks as may occasionally be assigned by the Council.

### **GENERAL WORKING CONDITIONS:**

The work of the Minister of Faith Formation is generally conducted in the church facilities, but some events or ministries may require time out of the office.

Regular evening hours are a part of this position. The work does not involve exposure to hazardous substances and does not involve heavy lifting or other difficult physical labor. It does require independent mobility, ready access to independent transportation, and the consistent exercise of sound judgment.

**Position Description created:** November 2017