



## **Center Church Hartford Acting Director of Faith Formation**

The Director of Faith Formation works with the Church Staff and the Faith Formation Team to plan and coordinate the Faith Formation program for children and youth in the church. This position is for one year, 20 hours per week. The Church is in the process of examining its Faith Formation Program and needs, and is seeking a Director who will continue the program until a new plan is set in place. The Director would be free to apply for the permanent position, once established, if desired. Current responsibilities include:

- Review each week's lessons and set up classrooms.
- Work with Faith Formation team to recruit and train teachers for Sunday School
- Co-teach Youth Class
- Organize and purchase supplies for Faith Formation programs
- Coordinate planning for special events, such as the Advent Festival, Christmas Tableau, Easter Egg Hunt, and others.
- Communicate regularly with the families of the church (regular emails, text and phone calls, visits)
- Supervise the nursery staff and assess needs
- Attend weekly staff meetings (in person or by phone)
- Coordinate with Music Director for children's choir
- Plan and present short children's messages in worship once a month
- Connect children and youth with opportunities presented by the Connecticut Conference-United Church of Christ
- Maintain safe conduct policy, background checks, and procedures
- Organize Outreach and mission opportunities for children and youth
- Organize family friendly activities (e.g. game night)
- Manage grants the church receives for Faith Formation
- Maintain and distribute scholarships
- Attend Faith Formation Team meetings
- Submit monthly report to Coordinating Executive Team and attend that meeting twice during the year.

The Acting Director will report to the Transitional Minister. Compensation is negotiable according to experience, with a baseline of \$23000 and two weeks of vacation. If interested, or for more information, please send resumé to the Transitional Minister, Rev. Dr. Rochelle A. Stackhouse at [rstackhouse@cchartford.org](mailto:rstackhouse@cchartford.org).

**[www.centerchurchhartford.org](http://www.centerchurchhartford.org)**