

LAGUNA NIGUEL PRESBYTERIAN CHURCH
PROFESSIONAL STAFF POSITION DESCRIPTION
Director of Children and Adult Spiritual Formation

I. TITLE

Director of Children and Adult Spiritual Formation. A part-time, exempt, salaried, professional staff employee.

II. PURPOSE AND SCOPE

The Director of Children and Adult Spiritual Formation is responsible for providing spiritual formation for children of LNPC through fifth grade and adults within a spiritually enriching, supportive environment in order that they may be well grounded in the Christian faith, informed and able to participate in the worship, mission and fellowship of the Presbyterian Church and encouraged to grow in faith in Jesus Christ.

Director of Children and Adult Spiritual Formation will provide staff support and coordination for the spiritual formation of children and adults at LNPC.

III. ACCOUNTABILITY

The individual in this position shall work under the direct supervision of the Pastor/Head of Staff of the church with additional accountability to the Christian Education Committee and Session.

IV. QUALIFICATIONS

- A. Exhibit a vital commitment to Jesus Christ as Lord and Savior.
- B. Have a degree in Christian Education or Christian Ministry from an acceptable college or seminary. A degree in another related area may be considered if combined with experience in a local congregation working in the area of spiritual formation with children and adults.
- D. Must be a positive role model whose life is an example for all members of LNPC.
- E. Must be a stable, mature and positive person of Christian faith who demonstrates warmth, patience, care, concern and competence in a “people intensive” environment.
- F. Must be a cooperative and flexible team player, highly motivated toward team excellence in his/her work, and able to work independently.
- G. Must have the ability to communicate effectively and work harmoniously with all members of the church staff, committees, congregation, and others.
- H. Must be able to relate responsibly to adult advisors and parents and have the ability to delegate work to volunteers.
- I. Must be willing to support volunteers through leadership and instruction as well as expressions of encouragement and appreciation.

V. RESPONSIBILITIES AND DUTIES

- A. Work with the Pastor, other staff members and the Children and Adult Ed ministry teams in planning, coordinating, and implementing programs of education and activities for all children's and adult spiritual formation ministries including, but not limited to, Sunday Morning Church School, Nursery and "after school" children's programs, Mops, Special events, Mission and Outreach programs, and Vacation Bible Camp. Plans for programs and other activities shall be submitted in writing to the Children and Adult Spiritual Formation ministry teams for review and approval according to the values and principles directing those ministries.
- B. Provides strategic leadership and planning of initiatives for Children and Adult Spiritual Formation ministry staff and volunteers.
- C. Responsible for all staffing of Children and Adult spiritual formation programming and events, including training.
- D. Responsible for providing financial oversight in the Children and Adult Spiritual Formation budget areas.
- E. Oversee the selection and implementation of curriculum and programming.
- F. Develops processes necessary for effective and appropriate Children and Adult Spiritual Formation operations (eg – check-in procedures, etc.)
- G. Develops communication plans to keep staff, volunteers, parents, congregation, and other ministries informed of what you are doing.
- H. Develop annual principle/value statements, strategic ministry planning, and goals to embody stated values and ministry principles.
- I. Attends all required meetings (weekly staff meeting and monthly Children and Adult Spiritual Formation ministry team meetings, in order to give and receive feedback/support for all programs of the church.
- J. Develop and implement all safety and security processes for Children and Adult Spiritual Formation in cooperation with the church's safety and security policies.
- K. Perform other duties assigned by the Pastor or requested by the Session.

VI. REVIEW AND EVALUATION

In accordance with LNPC personnel policies detailed in the *Personnel Policy Manual*, performance reviews will be conducted during the employee's initial 90-day probationary period of employment, and regular reviews thereafter. Interim reviews may be conducted as warranted. Salary and benefits are determined annually in accordance with policy defined in the *Personnel Policy Manual*.