

## **Director of Adult Faith Formation + Third CRC Kalamazoo**

*Updated 5.5.21; approved by Council 5.17.21*

### **Primary Task**

To equip, encourage, and foster a culture of ongoing adult faith formation at Third through visionary leadership, teaching, curriculum development, coordinating ministry teams and volunteers, and providing strategic oversight to our discipleship pathway.

### **Training and Qualifications**

The candidate must possess a knowledge and commitment to the Reformed faith; be committed to the *Mission, Vision and Values* of Third CRC; and have experience with and appreciation for intergenerational faith formation. Minimum of a bachelor's degree in a related field. He or she must give evidence of a deep love for Christ and his people, a growing faith through the practice of spiritual disciplines, and possess an exemplary Christian character. It will be expected that you submit to a background check in compliance with our Safe Church policy. The candidate must become a member of Third Church within the first year of service.

### **Desired Qualities and Abilities**

1. Servant Leader—proven leader able to communicate vision and translate broad ideas into actionable steps—developing, implementing, and evaluating adult faith formation goals and strategies; effectively recruit, lead, and delegate while building a strong team environment.
2. Shepherd—passionate about and gifted to nurture the faith of congregants in a variety of contexts.
3. Teacher/Learner—gifted faith former characterized by a hunger to learn who can clearly and persuasively share God's truth by speaking to individuals as well to groups of all sizes.
4. Theologically Grounded—able to articulate and live into a Gospel-centered, missional, reformational understanding of the church and its ministries.
5. Relational—possess excellent and winsome relational skills for personal connections with church members and for thriving as a team player.
6. Equipper—proven ability in developing vision and initiatives designed to utilize the giftedness of people; passion to train, motivate and mentor others.
7. Excellent Communicator—able to demonstrate both written and verbal communication skills.
8. Administratively Competent—is organized, self-motivated, and has excellent time management skills with proven ability to manage multiple projects and events.
9. Committed to Christian Education—actively supports Christian education and is expected to provide a Christian Education for their children.

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### **Primary Responsibilities**

[Graduates & Professionals (18's-30's); Small Groups/Bible Studies; Adult Faith Formation on Sunday, Men's & Women's Ministries (Coffee Break); Third Generation]

1. Pray faithfully for our congregation and trust in God for transformation.
2. Encourage and instill a vision of faith formation shaped by the values of "I Belong", "I Know and Understand", "I Have Hope", and "I am Called and Equipped" matrix developed by the CRC's Faith Formation Office; collaborate with ministry staff and leaders to incorporate these values across the spectrum of all of Third's ministry.
3. Develop goals, outcomes, and milestones for adult faith formation that intentionally move adults to the next steps of following Jesus.
4. Collaborate with the Director of Youth and Children's Faith Formation to create a formation environment that is intrinsically intergenerational, supporting the church community in its entirety, and ensuring that all age levels are invited and included in the life and work of Third Church.
5. Recruit and develop adult faith formation volunteers who are well-disciplined and thus can disciple others well; provide learning and growth opportunities; assist in forming schedules, healthy communication patterns, and other administrative details.
6. Curate Third's adult faith formation resources, i.e., library, small group curricula, etc.
7. Develop healthy habits and clear patterns of communication with the church about event dates, announcements, volunteer opportunities, goals, needs, and celebrations; create digital and print promotional materials for adult ministries.

### **Other Responsibilities**

1. Directly accountable to the Lead Pastor; meeting regularly for mentoring and oversight, and evaluation; participate in an annual review.
2. Participate as a member of the Faith Formation Team for ministry review, planning, and evaluation of events, frameworks, methods, curricula, etc.
3. Participate in weekly staff meetings and specified ministry team meetings as requested by the Lead Pastor or Council.
4. Be present at least 48 Sundays per year and delegate leadership in your absence; maintain a visible presence at other congregational events.
5. Work collaboratively with other ministry staff and Council to pursue the vision, mission, and values of Third.
6. Set vision, goals, and strategy for all ministry teams under their supervision; develop and oversee ministry budget.

### **Compensation**

This is a half-time position with a salary commensurate with experience, education and the salaries for similar positions in other churches in our area.