

**Director of Faith Formation**  
**Full-Time**  
**Community Presbyterian Church of Ben Avon**

**Purpose of the Position:**

To advance faith formation within Community Presbyterian Church of Ben Avon as well as the community. This role will utilize education as well as communications to “Bring Christ to the Community and the Community to Christ”.

The Director of Faith Formation will create, organize, plan, and implement effective communications and education strategies to advance faith formation for and with church and community audiences.

- This role is responsible for curriculum selection, overall planning, organizing, and recruiting of volunteers, promoting, and evaluating the Faith Formation ministry of CPCBA to ensure formational opportunities are available for all age groups.
- This role is also responsible for developing a multi-channel communications strategy driven by the church’s mission, unifying, and aligning everyday messaging with the church’s voice, goals, and priorities.

**Reports to:** Pastor/Head of Staff, Faith Formation Committee

**Essential Duties:**

- Plan, promote, coordinate, and supervise regular gatherings for Faith Formation and learning for all ages – children, youth, and adults – in the church and the community.
- Conduct curriculum research and make recommendations for all levels.
- Recruit, train, and support teachers, assistants, and event leaders to encourage faithful teaching and compassionate care (e.g. quarterly planning meetings, leadership training, etc.).
- Work with the Faith Formation Committee to design new educational opportunities, plan church wide events (e.g. retreats, luncheons, VBS, special events, etc.), maintain budgets, and keep records related to the ministry
- Develop a multi-channel communications strategy driven by the church’s mission. Unify and align everyday messaging with the church’s voice, goals and priorities that reach both internal and external audiences. Partner with church and ministry leaders to convey their vision and priorities to appropriate audiences.
- Coordinate correspondence and communicate educational activities, events, goals, etc. to the congregation, participants, families, and the community at large (e.g. monthly newsletter article, worship announcements, social media postings, etc.).
- Optimize website communication by keeping website events and information up to date.
- Develop and facilitate a strategy for social media channels that support the church’s mission and connects the church with the community.
- Foster relationships with children and youth and their families

**Education and Experience required:**

- A bachelor's degree, or commensurate experience
- A minimum of two years of experience in children and/or youth ministry is preferred.

**Other Essential Qualifications:**

- Committed Christian with a desire to teach and nurture others in the faith.
- Experience in creating and implementing communications via print, web, social media, and other channels to advance the mission and goals of an organization.
- Experience in designing and implementing effective faith formation educational opportunities
- Has appropriate and necessary clearances to work with children and youth in the state of Pennsylvania, and a valid driver's license. A background check will be completed prior to being hired
- Able to effectively organize and implement programs
- Able to identify, develop, lead, and work with volunteers.
- Communicates effectively with individuals, families, volunteers, committees, and staff.
- Displays initiative and enthusiasm.

*To apply for this position, send resume via email to [mjbuffo@gmail.com](mailto:mjbuffo@gmail.com)*