

Northmont United Presbyterian Church

Position Description & Employment Agreement

Position Description: Director of Spiritual Formation

Full-Time Exempt Position

Beginning date: TBD

Total Compensation Package (with Benefits): \$47K - \$53K

A. PURPOSE

The Director of Spiritual Formation will lead the efforts of the Spiritual Formation Ministry Team (SFMT), whose purpose is to attend to the spiritual growth and Christian education of all members and friends of the congregation. The vast majority of this position is ministry with young children, youth, and young adults. The Director will accomplish this work by providing a variety of learning, fellowship, special event, and mission opportunities. The Director will work in conjunction with the Spiritual Formation Ministry Team (a committee of Session), its volunteers, our partner churches, our staff and Pastor/Head of Staff.

B. DUTIES OF THE POSITION

Core Responsibilities

1. Develop, organize and provide leadership of all programming, education, special events, and mission for children ages Pre-K thru Elementary. This includes but is not limited to: regular Christian education opportunities, mid-week programming, inter-church gatherings, Vacation Bible School, youth retreats and service opportunities. It is expected that the Director will attend all such events and the church will provide additional adult chaperones to maintain reasonable adult to youth ratio.
2. Develop, organize and provide leadership of all programming, education, special events, and mission for youth ages middle school through high school. This includes but is not limited to: regular Christian education opportunities, mid-week programming, inter-church gatherings, youth group, retreats, and mission trips. It is expected that the Director will attend all such events and the church will provide additional adult chaperones to maintain reasonable adult to youth ratio.
3. Regular contact, special events, retreats, and mission opportunities for our college students and young adults.

Additional Responsibilities

4. Develop/continue inter-church relationships with other local congregations and within Pittsburgh Presbytery
5. Participate in monthly Spiritual Formation Ministry Team meetings
6. Participate in regular staff meetings
7. Help coordinate fundraising efforts for SFMT
8. Other duties as assigned by the Pastor/Head of Staff

C. EDUCATION AND EXPERIENCE REQUIREMENTS

1. Bachelor's degree or commensurate experience
2. At least 2-5 years of professional or volunteer leadership experience with children and youth

D. MANDATORY QUALIFICATION

1. Ability to obtain/provide Child Abuse History Check, Criminal Record Check, and FBI fingerprint clearance to work with children and youth as required by the church and Pittsburgh Presbytery

E. IDEAL QUALIFICATIONS

The ideal candidate would possess one or more of the following qualifications:

1. Comfort working with church and worship related technologies, such as the website, social media, and/or audio/visual equipment required to provide online worship
2. Worship leadership, such as music, singing, and/or liturgist experience
3. Comfort leading adult Bible study
4. Comfort with developing/overseeing small group ministries for adults

F. RELATIONSHIPS

This individual is an employee of session, but reports directly to the pastor (Head of Staff). As with all employees at Northmont, this position is assigned an advocate from the Staff Relations committee of session.

G. PERFORMANCE REVIEW

This position shall be reviewed annually. The review is to determine effectiveness, remuneration and job performance. The review shall be conducted by the pastor, and reviewed by staff relations and others deemed appropriate.

Additional Provisions:

Two weeks of vacation and 2 additional sick/personal days are included, plus all staff are also given seven holidays (New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas) and any other day the office is closed; one week paid study leave. Reimbursement for ministry expenses, up to \$500. Travel allowance for ministry events up to \$500. Continuing Education allowance: \$1000. The funds used must be itemized and vouchered prior to reimbursement.

TO APPLY, PLEASE SEND YOUR RESUME AND 2 REFERENCES TO:

Rev. Ben Robbins
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