

Faith Development Director Job Description

Purpose:

Work with the Session of First Presbyterian Church (FPC) in Portland, Oregon, and its Faith Development Committee in planning, developing, and overseeing the educational ministries of the church for all ages.

Essential Responsibilities:

- Plan and oversee educational programs for all ages
- Serve as an ex-officio member of designated Session committees.
- Identify and implement theologically appropriate curricula for birth through end of life.
- Keep abreast of the unique educational/spiritual needs of each age group in the church in order to provide diverse and contextually appropriate offerings.
- Serve as a consultant to the Faith Development Committee
- Ensure all church policies are implemented and faithfully maintained in educational offerings.
- Budget Management – Ensure proper allocation of resources in collaboration with the Faith Development Committee and pastoral staff
- Volunteer Recruitment and Coordination– Identify, recruit and train volunteers to assist in the faith formation ministries of the church
- Communication and Outreach – Promote faith development in partnership with church committees with a communication plan that engages the community.

Minimum Education:

- Bachelor's degree from an accredited institution in an education, theology, or directly related field

Basic Qualifications:

The successful candidate will demonstrate

- Minimum 1 year of experience in teaching and group development
- Strong teaching skills, demonstrated in excellent written and verbal communication skills
- Genuine care for children and adults
- Positive and collaborative attitude
- Training in biblical interpretation, human development, and faith development
- A general understanding of the mission of the Presbyterian Church (U.S.A.)

Preferred Qualifications:

- Formal training in Reformed theology, worship, and sacraments
- 4 years of experience serving in a similar Christian education or leadership role
- Masters Degree in Theology, Ministry, Education, or related field
- Ordination in the Presbyterian Church (U.S.A.)
- Excellent time management and problem-solving skills

Accountability and Relationships:

- Accountable to the Pastor of FPC in the pastor's role as head of staff.
- Collaborates with the Faith Development Committee in the performance of responsibilities.

Evaluation:

- Performance reviews will be conducted at least annually by the Head of Staff as set forth in the Employee Handbook.

Posted Salary Low: \$29, 820 annually (*Presbytery minimum for minimum required experience and education*)

Posting Salary High: \$33,727 annual (*Adjusted based on education and experience*)

Work Schedule/Location:

Primary Location: FPC Portland

Regular Scheduled Hours: 20

Working Days: TBD based on programming and needs of the church