

Title:	Director of Spiritual Formation
Reports to:	Senior Minister
Collaborates with:	Christian Education and Spiritual Growth Board, Countryside staff
Employment status:	Full-time, salary
Work Schedule:	Work schedule includes Sunday mornings, Wednesday evening programming and Christian holy days. Work hours may be flexed to accommodate the ebb and flow of seasonal demands.

Position Summary

The Director of Spiritual Formation provides educational leadership, direction and continuity for children, youth and adults of Countryside to ensure meaningful and engaging Christian Education Programming. This position takes initiative to provide comprehensive, diverse, progressive Christian based programming for Pre-K -6th grade, middle and high school youth, young adults and adults in collaboration with the Senior Minister, staff and the Board of Christian Education and Spiritual Growth. This position will focus primarily on programming for children and adults. This includes recruitment of teachers, curriculum decisions and small group ministries.

Key Responsibilities

Leadership:

- Creates a vision for an ongoing, growing education ministry and develops a long-range Christian Education program in collaboration with the Senior Minister, Spiritual Formation Department and Board of Christian Education and Spiritual Growth.
- Identifies gifts and talents among the congregation and cultivates leadership, encourages and empowers volunteers among the laity and participating families in Christian Education programming and other related activities.
- Keeps current on the latest trends, methods, materials and experiences related to Christian Education and Youth Ministry.

Programming:

- In conjunction with the Senior Minister, Board of Christian Education and Spiritual Growth, and church staff, the Director for Spiritual Formation develops, establishes and maintains Christian Education programming which provides a cohesive and consistent experience to enable children, youth, adults and families to become active members of Countryside Community Church.

- Oversees the spiritual formation and annual programming for children and families which fosters growth, challenges their faith and encourages them to develop as individuals.
- Collaborates with the Senior Minister, church staff and Board of Christian Education and Spiritual Growth, to develop and to continually assess the relevance and functionality of all Christian Education programs.
- Serves as a resource for Journey Groups, Book Clubs and small groups.
 - Collaborates with the Senior Minister and Education Ministry to develop and coordinate small groups, events and speakers for adult education programs.
 - Supports the Center for Faith Studies, including working with volunteers.

Management:

- Supervises staff involved with Spiritual Formation programs for children, youth, young adults, adults and families
- In collaboration with the Senior Minister and the Spiritual Formation Department staff and with the oversight of the Board of Christian Education and Spiritual Growth, decides on the curriculum for all children and youth programs based on the faith formation theology.
- Assists with training and recruiting volunteer teachers in collaboration with Spiritual Formation Department staff.
- Supports the Director of Youth and Young Adult Ministries in developing activities which allow youth and young adults to grow in their faith.
- Recruits volunteer speakers for Spiritual Formation programs.
- Collaborates with the Director of Youth and Young Adult Ministries to ensure adequately trained volunteer teachers.
- Maintains an active database of volunteers according to Countryside's abuse prevention policies.
- Responds to questions and suggestions from parents, care givers and congregational members in collaboration with the Director of Youth and Young Adult Ministries.
- Engages parents and families in community building programs in collaboration with the Director of Youth and Young Adult Ministries.
- Supervises church staff to develop relevant summer educational opportunities for youth and children.
- Draws upon current data-based trends to develop, organize, and promote new faith formation activities for all ages. Uses data in decision-making.

Collaboration:

- Fosters intergenerational community-building between children, youth, and adults in the congregation.
- Works with Senior Minister to integrate children and youth into the church's worship life.
- Collaborates with Spiritual Formation Department staff to recruit, hire, and train any nursery care providers and interns.

- Works with Stewardship Committee to support fundraising for Spiritual Formation programming.
- Reaches out to other churches and faith communities for joint event opportunities.
- Participates in community outreach, creating a welcoming experience for individuals attending Countryside events, and serves the local community's needs.
- Collaborates with the Tri-Faith Initiative and Tri Faith partners.

Administration:

- Serves as liaison to Christian Education and Spiritual Growth Board. Attends meetings of this board.
- Attends regular staff and committee meetings.
- Monitors Christian Education and Spiritual Growth budget and gives projections as needed.
- Ensures all education staff and volunteers have updated background checks.
- Collaborates with staff and volunteers to fundraise and write grants for Spiritual Formation events as needed.
- Works with Director of Communications to create all internal and external communications and publications related to Spiritual Formation programming.

Competencies and Characteristics

Personal Characteristics

- High degree of personal integrity and responsibility, demonstrated through ethical behavior, professionalism, and regular and reliable attendance.
- Relates well to a wide range of personality types.
- Self-starter who enjoys working with and providing direction to a diverse group and who is capable of motivating others.
- Proficient in time management, self-discipline, and independent follow through.
- Open to new ideas and approaches.
- Sensitive to interpersonal dynamics.
- A team builder and team player with ability to collaborate with others. Committed to working with all staff and volunteers as a team.
- Is respectful of the traditions, values and theologies present in the United Church of Christ and Countryside Community Church.

Organizational and Planning Skills

- Highly organized.
- Possess strong administrative and strategic organizational skills.
- Capable of managing a budget.

Communication Skills

- Excellent written and verbal communication skills, including one-on-one, small, and large group situations.
- Ability to listen to and communicate with people of all ages and backgrounds.
- Ability to speak in front of large and small groups.

Qualifications

- Experience in developing Spiritual Formation programming.
- Experience in taking initiative in developing, organizing and promoting new activities.
- Experience in leading groups of all ages: children, youth and adults.
- Proficient with Microsoft Office Suite 365 and other technologies and social media platforms, such as texts, email, databases, apps, video conferencing (Zoom, Microsoft Teams, etc.), Facebook, Instagram, LinkedIn, and YouTube.

Education Requirements

A strong background in education, ministry, religious studies or equivalent, or enrolled in such programs. Bachelor's degree preferred, but not required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must have the ability to sit and stand for extended periods of time
- Exhibit manual dexterity to make phone calls, send text messages and type on a computer.
- Must have the ability to see and read a computer screen and printed material;
- Must have the ability to hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in classrooms, outdoors and on the telephone
- Must have the physical agility to lift up to 50 pounds; and to bend, stoop, climb stairs, and reach overhead.

Compensation

Compensation is commensurate with the education, experience and expertise of the employee. Expected salary range \$55,000 to \$65,000. The full-time compensation package includes medical and dental health benefits with an HSA for the individual employee, a vacation, holiday and sick leave plan, a 401K contribution plan, and short- and long-term disability insurance.

Applications

Applications should consist of the following:

1. Letter of application

2. Resume or Curriculum Vita
3. List of three references with current phone numbers

Send all materials to:

Dan Loven-Crum

Countryside Community Church

13130 Faith Plaza

Omaha NE, 68144

danl@countrysideucc.org

About Countryside Community Church

Countryside is affiliated with the United Church of Christ. We were established in 1949 as part of the Congregational Church, one of the oldest denominations in America, which still remains strong in the New England states. In 1957, our branch of the Congregational Church joined with the Reformed Church in the United States, independent congregations of the Christian Connection, and the Evangelical Synod of North America to form what is now commonly known as the United Church of Christ, or the UCC.

We are currently located at 13130 Faith Plaza in Omaha, Nebraska. In the spring of 2019, we relocated our congregation to the Tri-Faith Commons at 132nd and Pacific as the Christian partner of the Tri-Faith Initiative.

Our Mission: We are an inclusive, open and affirming family of faith, welcoming all to God's table of love and acceptance. We are diverse, yet united by Christ's example. We care for one another, support one another, and challenge one another to become all that God creates us to be. We work together to nurture our community and to promote peace and justice in our conflicted world.

Equal Employment Opportunity

It is the policy of Countryside Community Church to grant equal employment opportunity to all qualified persons without regard to race, color, creed, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability, or handicap – if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal laws, to assist employees with disabilities in performing the essential job functions.

Countryside Community Church is organized for religious purposes and is substantially supported by a religious body, the United Church of Christ. As a religious organization, Title VII of the Civil Rights Act of 1964 exempts churches from the prohibition on religious discrimination; consequently, our hiring practices may require faith as a job-related, objective job qualification for some specific positions.