

Riviera Presbyterian Church
5275 Sunset Drive
Miami, Florida 33134

JOB DESCRIPTION

Director of Faith Formation and Outreach

REPORTS TO: Pastor/Head of Staff, Riviera Presbyterian Church Personnel Committee

JOB TYPE: Full Time Position

SALARY: \$50k annually

CONTACT: Rev. Melanie Marsh, Head of Staff. rev.melanie.marsh@gmail.com

GENERAL DESCRIPTION

Riviera Presbyterian is a small, family style worshiping community in the heart of Miami, Florida, with a growing population of young families and children from infant through upper elementary school. The objective for the Director of Faith Formation and Outreach is to serve, lead, teach, mentor, and motivate the children and youth of Riviera Presbyterian Church in their walk with God. They will work closely with the Minister, staff and Session Committees and will be responsible for the implementation and development of ministries for the spiritual formation of children, youth and their families.

The Director of Faith Formation and Outreach will have well rounded, practical experience in all areas of children and youth education (infants through middle school specifically) and will function as a program staff member of Riviera Presbyterian Church.

This full time, salaried position is approx. 40 hours per week for the full year. Final candidates will be subject to state and federal background checks.

QUALIFICATIONS AND SKILLS

The Director of Faith Formation and Outreach should not only be a spiritual mentor for children, youth and families, but a living example of Christian life. The person will demonstrate the highest level of integrity at all times and be rooted in a strong foundation of Christian faith.

Required

- Have a strong background in the Reformed Christian Tradition
- Have experience working with children and/or youth
- Embrace diversity, inclusivity and love
- Have a strong willingness to familiarize, uphold, represent, express, lead and guide according to the tenets of the Presbyterian Church USA
- Demonstrate discernment and wise judgment, including the ability to carefully maintain discretion and effectively deal with sensitive and/or confidential information of a written and spoken nature.
- Have strong leadership abilities
- Have organizational and communication skills
- Be caring, empathetic, kind
- Be a good team player with a willingness to collaborate with all staff members, committee members

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- Have a positive attitude
- Have the ability to work independently, ability to take direction well, and have excellent listening skills
- Pass State and Federal background check
- Work within guidelines and standards of PC(USA) child, youth, and vulnerable adult protection policies
- Strong communication Skills
- Be technologically adept

Strongly Recommended

- Be a creative, talented and hard-working team player.
- Be knowledgeable in Christian education curriculum resources for the PCUSA denomination.
- Be able to balance providing a Biblical education foundation and hands on/tactile/creative expressions of faith and education experiences
- Have experience delegating or coordinating volunteers and/or paid staff
- Can work well in large and small group settings, particularly with children, youth and parents.
- Exhibit an ability to recruit, train, and equip volunteers.
- Demonstrate flexibility and problem-solving skills

DUTIES AND RESPONSIBILITIES

- 40 hour work week to be divided as follows:
 - Onsite office hours 3-5 days per week (Sun-Thurs) including attendance at weekly staff meetings
 - Remainder of weekly hours completed in planning/preparation, community outreach, member engagement and relationship building
- Provide staff support to Christian Education and Fellowship Committee and attend monthly committee meetings
- Provide an active teaching presence before and during worship service(s).
- Be primarily a relationship-builder between children, youth, and families.
- Be responsible for children and youth experience within worship space.
- Connect regularly with children, youth, and families as a process of spiritual formation.
- Provide pastoral care and ensures the spiritual safety of the community
- Communicate in a variety of formats on a regular basis (digitally, printed, social media as appropriate, in addition to relational) with children, youth, families, and the rest of the church.
- Work alongside Christian Education & Fellowship Committee as well as pastor to build a children's and youth curriculum and christian education plan that inspires and impacts.
- Teach the curriculum and christian education on Sunday mornings and coordinate necessary teacher volunteers.
- Coordinate and work alongside infant and preschool childcare workers on christian education programming.

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- Work alongside the Worship Committee as well as the pastor to engage children, youth, and families in all aspects of the worship life of the church.
- Engage in community life in which prayer, reflection and matters of the spirit are honored and cultivated.
- Respond pastorally to local, national, international tragedies and celebrations, and also compose prayers while offering reassurance and care at significant life moments.
- Ensure the articulation and discernment of the identity of Riviera Presbyterian Church, in congruence with the standards of the PC(USA).
- Secure inclusion, diversity, and equity for each community member especially in regard to various religious and cultural backgrounds.
- Be the face of the children's and youth ministry for Riviera Presbyterian Church
- Plan, organize, recruit and train volunteers for participation in special church events throughout the year.
- Help and encourage new families to participate in the children's ministry and connect groups.
- Participate and include the children and youth in all other events planned by Riviera Presbyterian Church sermon as necessary.
- Organize, prepare, and execute both formal and informal activities designed to help our children and parents grow in their faith.
- Maintain a regular work week that includes office hours, but which focuses on spending as much time as possible in forming relationships with children, youth and parents.
- Prepare an annual written statement of long-term and short-term goals and an evaluation of the prior year's goals.
- Demonstrate a Christ-like attitude in the work of the church and beyond.
- Use independent judgment to determine work priorities.
- Add value to assigned tasks and meetings attended.
- Have other responsibilities as outlined by the Minister of Riviera Presbyterian Church.

EDUCATION AND/OR EXPERIENCE

- Have 1-3 years of experience in children/youth ministry, faith formation, religious education, education or related field
- Master's degree in Christian Education preferred, Certified Christian Educator a plus
- Bachelor's degree in education-related field accepted with relevant other experience

ACCOUNTABILITY

The Director of Faith Formation and Outreach reports to the Minister/Head of Staff of Riviera Presbyterian Church. They shall be accountable to the Session through the Personnel Committee.

EVALUATION

The Youth Education and Outreach Coordinate is evaluated annually by the Pastor/Head of Staff in consultation with the Personnel Committee and other Committees as applicable.