

FAITH FORMATION AND CONGREGATIONAL LIFE COORDINATOR

First Congregational United Church of Christ in La Crosse, Wisconsin, is seeking applications for a 3/4-time position to begin September, 2018.

TO APPLY

Please send cover letter and resume with references to the Rev. R. Kent Cormack. Materials may be sent electronically to kent@firstcongolax.org, or by mail to 2503 Main Street, La Crosse, WI 54601.

FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST

The mission of First Congregational UCC is to

◆Live by faith, ◆Embody love, ◆Proclaim hope, ◆Seek justice,

First Congregational UCC is an inter-generational community of just over 500 members gathered from La Crosse and surrounding areas. We are an Open and Affirming Congregation that seeks to practice a “big tent” welcome and live in ways that lift up justice in our community. Our membership includes young families who value a vibrant program of faith formation and education for their children. We also recognize that we must strengthen our ministry to youth and young adults, while continuing to care for the elder members of our congregation.

POSITION SUMMARY

The Faith Formation and Congregational Life Coordinator will cultivate a holistic vision of Christian education and formation from early childhood through adulthood. The Coordinator will perform a ministerial role in the church. The Coordinator will recruit, develop, and organize volunteers from within the congregation in order to foster a greater sense of community and discipleship among all ages. The Coordinator will work closely with the Senior Pastor and Lay Visitation Team to assure that older members and those less able to be present with the congregation on a regular basis may continue to know the care and connection of the congregation. The Coordinator will work as an integral member of our staff team to support our evolving ministry and mission. The Coordinator will serve as primary staff liaison with the Ministry of Christian Education and the Ministry of Membership. The Coordinator is accountable to and supervised by the Senior Pastor.

ESSENTIAL FUNCTIONS

Faith Formation

The Coordinator will develop, resource, and maintain programs that encompass essential elements of faith formation that:

- ◆ Provide grounding in the stories of the Bible and the central teachings, rituals, and practices of our tradition.
- ◆ Foster inter-generational relationships.
- ◆ Equip members to practice their faith in their daily lives.
- ◆ Emphasize experiential models of learning.
- ◆ Utilize online tools for faith formation.
- ◆ Provide opportunities to engage issues of justice in the world and reflect on this work through the lens of faith.
- ◆ Develop and strengthen ministries and programs for youth including fellowship groups, OWL (Our Whole Lives), and Confirmation Class.

Congregational Life

The Coordinator will develop and maintain programs that foster a connected and caring spirit within the congregation which:

- ◆ Encourage caring conversations and friendships.
- ◆ Utilize online tools including social media in responsible ways to foster community connection and support.
- ◆ Encourage the development of lay leadership and a sense of discipleship among members.
- ◆ Welcome new members and help orient them to the church.

Program Support and Administration

The Coordinator will:

- ◆ Recruit, train, and support leaders for a variety of ministry contexts.
- ◆ Supervise childcare staff members and volunteers.
- ◆ Be knowledgeable of and coordinate compliance with First Congregational UCC's Safe Church Policy.
- ◆ Maintain records and order supplies for education program as needed.
- ◆ Maintain regular and effective communication with the congregation through various media.

- ◆ Assist in the development of and management of budgets in the areas of faith formation, Christian education, membership, and congregational life.
- ◆ Interact with staff of organizations that share our space, primarily the Congregational Preschool, to promote continued successful relationships
- ◆ Attend regular staff meetings.
- ◆ Work cooperatively with staff and volunteers to further the mission and ministry of the congregation.

Professional Development

It is expected that the Coordinator will:

- ◆ Seek out appropriate opportunities for professional development through continuing education, workshops, and conferences.
- ◆ Maintain connections with relevant professional organizations, read professional journals, and keep abreast of trends and developments in the areas of faith formation and congregational life.

DESIRED QUALIFICATIONS

This position is open to both lay persons and authorized ministers. It is expected that the person filling this position will have a Bachelor's degree or higher. The person will be subject to a full background check in keeping with our Safe Church Policy and Personnel Policy. This person will need to possess a valid driver's license and be able to travel off-site at times. The desired qualifications for this position include:

- ◆ Significant program and volunteer management experience
- ◆ Experience and skills in planning group activities
- ◆ Theology and values in harmony with the congregation's mission, vision, and values
- ◆ Enthusiasm, compassion, and openness to others
- ◆ Understanding of and passion for the principles and best practices of faith formation
- ◆ Relationship skills and the ability to motivate others
- ◆ Excellent oral and written communication skills
- ◆ Excellent organizational, planning, and administrative skills
- ◆ Proficiency in Word, Excel, and related software programs utilized in the church offices

- ◆ Capacity to work both collaboratively and independently
- ◆ Ability to work effectively with children, youth, and adults
- ◆ Ability to maintain appropriate professional boundaries
- ◆ Theological education and/or experience as an educator may be beneficial but are not required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- ◆ Must be able to effectively communicate.
- ◆ Required to sit for at least two hours at a time and up to six hours per day, stand for at least two hours at a time and up to three hours per day, bend and kneel occasionally, and lift items that weigh up to 25 pounds. Must be able to use a keyboard, mouse, and monitor for at least two hours per day.
- ◆ The primary work space is in an individual office adjacent to other church offices. At times, the primary work space may also be occupied by others.
- ◆ Must be able to travel to and from off-site locations such as retreat centers, camps, private homes, and institutional residential facilities, and meet with persons at such locations.
- ◆ The position requires flexibility in hours available for work, including evenings, weekends, and some holidays. Presence at church on Sundays before, during, and after times of worship and education is required.
- ◆ This is a salaried position projected to require an average of 30 hours per week. Hours in any given week will vary based upon specific program demands and responsibilities.

COMPENSATION

The annual salary range is \$29,000 - \$31,250. The position includes benefits and policies as outlined in the church's Personnel Policy or Employee Handbook, except that certain benefits and policies will be varied as specified here, and as needed in the future. The Coordinator may be required to work on religious holidays, including Good Friday, Easter, Christmas Eve Day, and Christmas Day. Personal Leave Time is to be prorated based on a $\frac{3}{4}$ time position. For example, only 12 days PLT (personal leave time) may be accrued, and only 4.5 days may be carried over from year to year. No overtime will be available.