



Position Description Minister of Faith Formation

Overview

The Minister of Faith Formation serves as the leader of AIC's education and fellowship programs for children, youth and adults, and works alongside the Senior Minister to grow faith formation opportunities for all ages.

Expectations

Our Minister of Faith Formation will be trained by an accredited seminary, and ordained or in the process toward ordination in a denomination recognized by the World Council of Churches. S/he will have a passion for nurturing spiritual development in people of all ages with diverse faith backgrounds, including those new to Christianity or sceptical of it. S/he will share the core values and mission of the American International Church. The Minister of Faith Formation must demonstrate skills in working collaboratively with a team, keeping organized, handling details, and communicating clearly and well. S/he reports to the Senior Minister.

Responsibilities

1. Children's Ministries
 - a. Develop a plan for regular children's programming, such as Sunday School, all-church worship and special events.
 - b. Organize volunteers, teachers, curriculum and supplies for children's programs.
 - c. Support special events for children and families, such as the Christmas party, Nativity Play and other activities.
 - d. Communicate with parents, teachers and youth about programs and opportunities to participate.
 - e. Provide guidance and support for families to engage in all-church activities, including Thanksgiving Programs and special services.
2. Youth Ministries
 - a. Serve as chaperone and leader for the Youth Group.
 - b. Plan and coordinate special activities for youth, offering a variety of service, social and spiritual activities.
 - c. Serve as primary pastoral presence for youth and their families.
3. Fellowship and Adult Ministries
 - a. Identify and initiate small group fellowship and learning opportunities, whether one-time, short-term or long-term.
 - b. Share teaching for Sunday morning Adult Bible Study with the Senior Minister.
 - c. Organize fellowship outings and events to build community within AIC and encourage participants to invite friends.

4. Evangelism
 - a. Develop and implement new strategies for welcoming newcomers to AIC.
 - b. Reach out to new families, children and youth to invite them to engage in Christian education programs.
 - c. Engage segments of the AIC community beyond the Sunday congregation in conversation and relationship.
 - d. Initiate new weekday programs to engage the Tottenham Court Road community.
5. General Pastoral Responsibilities
 - a. Participate in worship leadership, including preaching, teaching and sacrament, on Sundays and special services.
 - b. Assist in pastoral care, including emergency response, conversation and other needs as they arise.
 - c. Work with the Senior Minister and Community Minister to offer a pastoral presence to those who work, volunteer, meet, rehearse or worship at AIC, regardless of their faith background.
6. Administration, Boards & Committees
 - a. Communicate with the congregation and public about all AIC events and activities for faith formation.
 - b. Attend meetings of the Council and Christian Education Committee.
 - c. Maintain an active list within AIC's database of children, youth, and families, including visitors and newcomers, to invite to upcoming events.
 - d. Initiate implementation of procedures to be in compliance with the Children Act 1989 using the most recent version of the Good Practice manual developed by the United Reformed Church.
 - e. Ensure that all volunteers working with youth and children have a completed background check on file.
 - f. Serve as Safeguarding Officer for the church (appropriate training to be provided).
 - g. Oversee Christian education budget and keep accurate account of expenditures for all programs and review treasurer's report each month. Provide cost information as required for the development of the church's annual budget.
 - h. Attend weekly staff meetings and supervisory meetings with the Senior Minister.
 - i. Serve as back-up as needed to other church staff.

Basic Information

The Minister of Faith Formation is expected to work an average of 40 hours/week. Pay will be dependent on experience, but in keeping with similar positions in London and in the United Reformed Church.

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