

Pioneer Memorial Presbyterian Church (a congregation of 200 members) in Solon, Ohio is seeking candidates for Faith Formation Coordinator. The successful candidate will have creativity and a vision for enhancing worship for our youth. This is a part-time position (approximately 20 hours per week). If interested, please contact Pastor Benjamin Graves (440-248-5260). Resumes may be sent to: office@pioneersolon.org

Position: Faith Formation Coordinator

Job Description:

The Faith Formation Coordinator will work with the Faith Formation Team (FFT) to provide administrative support required to implement programs planned by the FFT. This is a part time, paid staff position reporting to the Pastor. This is a Christian Faith leadership position, and the individual will maintain and share his/her faith with the congregation.

Responsibilities:

- Researching, evaluating, and recommending curricula for Sunday School (SS)
- Planning, organizing, and overseeing volunteers for Vacation Bible School
- Providing leadership for youth programming, coordinating outings and service projects, and promoting and coordinating summer conference participation
- Ensuring that teachers and volunteers involved in children's programming receive training as appropriate
- Serving as staff liaison between Preschool and congregation, including ways to provide worship opportunities for the Preschool students
- Exploring ways to increase partnership between the Preschool and the congregation
- Reviewing Pioneer's Child Protection policies with the FF team and maintaining paperwork records
- Managing use of Sunday School classroom spaces and working with FF Team to order and maintain supplies
- Working with other ministry teams when needed to coordinate special events and intergenerational activities (i.e., VBS, Pentecost, Easter)
- Serving as a resource person for adult small groups when requested
- Attending worship services on Sundays to meet visitors and create relationships with the congregation and be available for SS support if needed
- Ensuring timely communication and publicity for FF programs and events
- Acting as primary advisor to the FF Team on their budget
- Serving as a member and attending meetings of FF Team
- Attending church staff meetings