

JOB TITLE: Director of Faith Formation

Description / Overview

This position is responsible for overseeing all faith-development education activities and programs for children, youth, and adults at Alamance Presbyterian Church across all seasons of the church year. The role will blend spiritual leadership with curriculum development and program management to ensure that holistic and comprehensive faith formation is accessible, engaging, and integrated into the life of the congregation. While current programs are referenced in this job description, this role offers a special opportunity to bring unique skills and interests to help shape the direction and activities of this ministry, collaborating with church leadership and led by the Holy Spirit.

Logistics and Compensation

- **Reporting structure.** Reports to Head of Staff
- **Location.** Onsite in Greensboro, NC
- **Classification and FLSA status.** Exempt and full-time at approximately 40 hours per week
- **Pay schedule.** Bi-monthly

Essential Functions and Responsibilities

1. **Sunday worship nurture for children and youth.** Develop, plan, and coordinate faith formation programming for children from birth to 12th grade during Sunday worship, such as nursery, children's church, Grace Space, Youth Sunday, and other worship participation and leadership opportunities, coordinating with Worship Team as necessary.
2. **Sunday school programming for all ages.** Develop, plan, and coordinate faith formation programming for all ages during Sunday school, such as nursery, Godly Play, youth Sunday school, and adult Sunday school options.
3. **Development, planning, and coordination of school-year children's programming.**
 - **Elementary-school Kids ROCK** for children from 2nd to 5th grade.
 - **Middle-school and high-school youth groups.** for children from 6th to 8th grade, and children from 9th to 12th grade. These may on occasion be combined activities.
4. **Seasonal children's and youth events.** Develop, plan, and coordinate summer programming for children and youth including Vacation Bible School, Passport Camp, and youth service and retreat trips, such as CROSS Missions and Montreat Youth Conferences, as well as Advent/Christmas programs, such as Follow the Star.
5. **Confirmation.** Oversee confirmation class (currently every other year) for congregants to study, understand, claim, and sacramentally affirm their faith through the Holy Spirit.
6. **Adult education and study.** Oversee, support, and provide resources for adult faith formation programming, such as Bible study groups, men's groups, women's circles, and book club.
7. **Build and develop volunteer capacity in faith formation.** Recruit and organize volunteers, submit volunteers' background checks according to related policies and procedures, working with staff as necessary.
8. **Coordination with church leadership.** Collaborate and cooperate with other staff, team leads, and volunteers to manage sensible, Spirit-led programming consistent with needs, resources, and overall church activities.
9. **Staff service to teams.** Attend Christian Education Team and Log College Team meetings and serve as their staff resource person. Work with appropriate leadership to prepare for discussions. Attend other team meetings upon request.

10. **Community-based collaborative faith formation.** Build relationships and collaborate with other churches and organizations in the local and larger community to enhance faith formation, such as YOCO and Campus Life.
 11. **Program financial management.** Develop annual budget proposals, purchase needed items, and oversee fundraisers for education and faith formation according to related policies and procedures, working with staff as necessary. Coordinate scholarship requests as needed.
- Other duties.** Perform additional duties as assigned that are consistent with the nature, level, and purpose of this position.

Requirements and Qualifications

Technical

1. Bachelor's degree in teaching, Christian education, or educational administration, or equivalent experience (preferred).
2. Ability to develop and administer a financial budget supporting children, youth, and adult educational development at APC.
3. Ability to pass a background check.

Non-Technical

4. Passion for spiritual growth of children, youth, and adults in Christian faith.
5. Strong organizational skills, ability to manage multiple programs, and attention to detail.
6. Ability to both adhere to and enforce Alamance Presbyterian Church's "Safe Sanctuary Plan" (Child, Youth, Vulnerable Adult Protection Policy)
7. Flexibility and creativity to engage with different levels and types of learners.
8. Ability to work with and communicate with parents / caregivers of children and youth.
9. Strong interpersonal skills, including the ability to establish and maintain good relationships with congregational members of all ages, co-workers, and ministry colleagues in an amicable, conscientious, and confidential manner.
10. Availability to attend Team meetings and periodic Sunday services outside normal working hours to answer/respond to member interests or issues.
11. Have a relationship with God and be comfortable working within a Christian community.

Physical

12. Energy to supervise, collaborate, and lead trips off the church campus with groups of all ages.
13. Ability to stand or to play and move in high-energy activities, for long periods to provide appropriate supervision of children.
14. Ability to drive the 15-passenger church bus.
15. Ability to sit for prolonged periods using computers, technology, and various media.

Employee

Date

Head of Staff

Date

Previous: Version2 drafted 09/17/2026

Current: Version3 revised 10/06/2026