

FORT COLLINS FIRST UNITED METHODIST CHURCH

1005 Stover Street, Fort. Collins, Colorado

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| JOB TITLE: Director of Adult Faith Formation, Discipleship, and Northern Colorado Faith Library | SUPERVISOR: Executive Pastor |
| Impact to Budget: \$35,000/yr. plus \$3,600 for health reimbursement | |
| COMPENSATION Salary: commensurate with experience | Work Schedule/Hours 35 hours per week; Tuesdays, Wednesdays, and Sundays are required work days; 30 hrs/wk – Adult Faith and Discipleship; 5 hrs/wk Library |
| Job Description (Prime responsibilities indicated): Adult Faith Formation and Discipleship <ul style="list-style-type: none">➤ Create the overall framework for the congregation to grow in their love for God and others through the seven spiritual practices: prayer and meditation, reflection on Scripture, financial generosity, small group community, gifts-based service, invitational evangelism, and corporate worship➤ Align congregational growth with the mission of First Church: Discover God’s Love: Inspire Hope, Grow in Faith, Serve with Joy➤ Lead Adult Faith Formation, Discipleship, and Library Committees in establishing annual goals and plans to accomplish them➤ Represent the three ministries at weekly staff meetings to communicate plans, identify opportunities for synergy and continue to work toward a common understanding of spiritual formation and discipleship as a life-long learning process➤ Plan and oversee adult classes, events and programs➤ Understand the composition of the congregation and tailor classes and programs accordingly➤ Collaborate with the clergy staff to build programs for various adult groups and their diverse interests➤ Recruit teachers and leaders from within the congregation; provide logistical support by scheduling rooms, requesting A/V support, etc.; purchase and resell books for classes and special programs➤ Bring in outside speakers for special events and short-term classes➤ Oversee development, coordination, and publication of appropriate guides for Adult Faith Formation and Discipleship opportunities to promote classes and programs within the church and in the community➤ Staff the Adult Faith Formation table in Fellowship Hall every Sunday morning to register people for events, sell books, promote upcoming programs and answer questions➤ Recruit and resource leaders for classes and assist with curriculum, promotion, and sign ups. Collaborate with adult Sunday School classes and members of the congregation who have a passion for something by offering ideas, teaching or scheduling a class, and/or helping to create something new. | |

- Work with the Discipleship Ministry Team to on board people who are new to First Church and new members, helping them on their discipleship path
- Work with congregants to help them discern their spiritual gifts and areas to serve in the church and in the community
- Create partnerships and raise the visibility of First Church in the community by establishing relationships with other faith communities, the World Wisdoms Project program and the Fort Collins Area Interfaith Council
- Foster relationships with other churches in the Mountain Sky Conference and with Iliff School of Theology
- Manage Adult Faith Formation, Discipleship, and Library budgets - develop annual budget and keep program costs within budget
- Work with Discipleship Team and Membership Secretary on Exploring First Church, potential new member class, receiving of new members, and journeying with them on their path of discipleship

Northern Colorado Faith Library

- Develop and implement marketing programs to build constituencies for the library inside and outside the church
- Build alliances with other congregations and libraries in the region
- Lead the development and implementation of a selection policy and weeding practices that promote effective display of high-quality material. Materials should reflect the congregation's theological perspective, which includes an openness to explore other perspectives within Christianity and other religions
- Keep current with new materials in theology, spirituality, non-fiction, and fiction appropriate to a broad range of individual needs
- Become knowledgeable about the patrons and communicate proactively with them to encourage use of the library
- When appropriate, organize and manage volunteers to assist in any of the above
- Take charge of the annual library book sale
- Review and develop policies for operation of the library that accommodate people with varying levels of technological competence
- Instruct patrons in the use of the online library catalog
- Develop and disseminate a variety of bibliographies
- Maintain and acquire new digital books for the digital library collection

Job Qualifications:

- B.A. or M.A. in the field of Christian Education
- Experience in library organization preferred (training will be provided)
- Ability to lead teams and sub-teams on a large organizational level
- Well balanced leadership and delegation skills
- Have a passion for faith formation and discipleship

Personal Characteristics:

- A progressive Christ-centered, biblically rooted, warm-hearted faith in Christ which expresses itself in a loving, joyful, healthy relationship with others and personal freedom in sharing his/her personal experience of Christ
- A clear passion to draw uncommitted persons into a living relationship with Jesus Christ
- An excitement and commitment to the mission and vision of First Church

- Outstanding program development and coordination skills
- Ability to lead studies, programs, and classes
- Experience in small-group development and facilitation
- A team player who works well with other church staff members and who has proven effectiveness in working with volunteers
- Personal commitment to the spiritual heritage, doctrine, and social principles of the United Methodist Church
- Evidence of Christian character with lived-out spiritual disciplines and participation in the life of the church
- High energy level for the demands of a growing ministry
- Knowledge of and experience with a range of spiritual and/or theological practices, including United Methodist educational resources