

**ALGER PARK CHRISTIAN REFORMED CHURCH**  
**DIRECTOR OF FAITH FORMATION - ADULTS**

**Accountability:**

1. In performance of job responsibilities, to the Personnel Committee and Council.
2. In the planning and coordination of ministries, to the Lead Pastor.

**Oversees:** All faith formation activities and programs, including Bible studies, for adult members and attenders at Alger Park Church ages 18 and over.

**Evaluation:** According to the Employee Manual of Policies and Procedures

**Status/Hours:** Part-time, Hourly (approximately 15 hours per week) – full-time employment potentially available by combining with other open part-time positions

**Qualifications:**

1. Evidence of a deep personal commitment to Jesus Christ, His church and its worship, a trajectory of spiritual transformation, and the ability to articulate his/her faith
2. Personal maturity that reflects self-awareness and a pattern of integrating life experiences into that awareness of self.
3. Experience in helping others grow in faith formation.
4. Experience in faith development and education.
5. An awareness of faith questions and thresholds that are inherent to the various seasons of adult life.
6. A demonstrated ability to teach and lead by example.
7. Be a “team player” with staff and be able to work cohesively with and lead others.
8. Professing member of Alger Park Christian Reformed Church.

**Specific Responsibilities (Including But Not Limited To):**

1. Develop strategies and educational programs in faith formation which are knowledge-based, skill-based, and directed toward self-awareness that respect various levels of spiritual development.
2. Generate a welcoming (newcomer-friendly) atmosphere in the adult educational activities.
3. Work with the Director of Faith Formation in Children to develop opportunities for cross-generational growth.
4. Oversee assimilation of new members by honoring their stories, sharing the Alger Park story, assessing and affirming gifts and interests, and facilitating early participation in congregational ministries.
5. Increase the congregation’s understanding of spiritual transformation.
6. Introduce and support classic Christian spiritual disciplines.
7. Setup and coordinate small groups for community development and learning, including but not limited to Wednesday night EaT Night.
8. Be a point of contact for questions and concerns those small group leaders have.
9. Occasional participation in worship services – promoting and engaging the congregation in spiritual transformation.
10. Work with the lead pastor and other staff to coordinate the adult educational program with the overall direction, vision, and initiatives of the church.
11. Actively participate in regular staff meetings for prayer, planning, and coordination of ministry.
12. Develop an annual budget and oversee expenditures within that budget throughout the year.
13. Continue to grow professionally through available conferences or training.

Agreed to by Director of Faith Formation - Adults: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Personnel Committee: \_\_\_\_\_ Date: \_\_\_\_\_

*(Revised February, 2025)*