

WESTMINSTER PRESBYTERIAN CHURCH

Grand Rapids, Michigan

Minister for Adult Faith Formation

Proposed August 2016

PURPOSE

The Minister for Adult Faith Formation (MAFF) will develop and provide leadership for faith formation ministries for adults of all ages and life stages. The MAFF will work cooperatively with the Minister to Children and Their Families and the Minister to Youth and Their Families to create lifelong educational and formational opportunities. The charge for the MAFF is to develop and coordinate a range of resources and opportunities with the aim of building a progressive understanding of the Bible, Reformed theological foundations, and commitment to personal practices supporting lifelong faith formation.

DEVELOP RESOURCES & OPPORTUNITIES

Work with the Education Team, the Spiritual Life & Learning Committee and the Committee for Youth and Young Adults to develop programming that seeks to nurture and strengthen a holistic life of faith.

- Social - Creating opportunities to develop friendships and deeper relationships among various cohorts
- Educational - Creating curriculum, events, and other opportunities to further biblical and theological knowledge
- Formational - Creating a comprehensive approach to faith formation that encourages ongoing spiritual development and an ability and comfort in expressing one's experience of faith
- Assure that the Westminster statement of Mission and Values is reflected within the architecture and programs offered the adult population

OVERSEE & ADMINISTER PROGRAMS

- Oversee the existing adult formational opportunities
 - Young Adult Ministry
 - Adult Education Hour
 - Small Group Ministry
 - Special Speaker Events
 - Intergenerational Learning and Connection Events
- Work closely with mission-oriented committees to facilitate intentional faith formation for all who participate in mission experiences
- Recruit, train, and mentor small group leaders in educational and formational leadership roles
- Continually assess programs for effectiveness and relevance and make changes to programs based on assessment
- Serve as staff resource for the Spiritual Life and Learning Committee and the Committee for Youth and Young Adults; attend committee meetings as scheduled and provide required resources
- Work closely with the WPC staff to coordinate staff and schedule resources for program events
- Serve as administrative leader of learning forums featuring outside speakers
- Promote events and opportunities in collaboration with office and communications staff
- Manage the budget of adult formational ministries

- Ensure appropriate health and safety rules are observed at all program events
- Where requested, refer interested adults to certified spiritual directors for intentional development of spiritual practices together with discernment of personal calling

OTHER RESPONSIBILITIES

- Attend Session meetings as a non-voting observer to answer questions
- Participate in worship planning and periodically participate in worship as a liturgist
- Collaborate with Pastoral Care team as needed
- Teach and lead adult learning experiences as needed and/or appropriate
- Perform other duties as required

KEY ATTRIBUTES AND VALUES

- A personal commitment to Jesus Christ, to the church both local and universal
- A personal discipline of holistic spiritual practices
- Passionate about adult faith formation
- Understanding of faith formation as intergenerational and multi-faceted – cognitive and affective, active and reflective, private and communal
- Excellent organizational, management, and communication skills
- Ability to envision and design educational and formational opportunities for diverse needs and desires
- Highly relational, welcoming, hospitable, and inclusive
- Collaborative, creative, cooperative, flexible
- Committed to a team process with WPC's education team and its volunteers

CONFIDENTIALITY AND DEMEANOR

- Maintain confidentiality concerning financial contributions, pastoral care, counseling, and any information about members or friends of the church received directly or indirectly
- Maintain confidentiality and professionalism among staff relationships
- Maintain a caring, supportive environment for all those who come into the WPC building

THEOLOGICAL IDENTITY

- Rooted or grafted into the Reformed tradition
- Understand and enthusiastically support the theological identity of Westminster Presbyterian Church as articulated in the 2016 Mission-Vision Statement

REPORTING RELATIONSHIP

This position reports to the Head of Staff.

EDUCATION AND EXPERIENCE

- Bachelor's Degree required
- Master's degree preferred, with concentration in Adult Education or Religious Studies
- Specialized certification in spiritual direction or adult spiritual formation preferred
- Experience with adult educational theory and practice preferred