

Job Title: Faith Formation Coordinator

Date: July 2026

Reports To: Assistant Director of Faith Formation Status: Full Time

FLSA: Exempt.

Job Summary

The Faith Formation Coordinator is responsible for overseeing, programming, resources, and faith development for children and students through summer camps, and other age focused events including but not limited to: Student Late Nights, Parents' nights out, kid prom, etc. The Faith Formation Coordinator works in conjunction with other programming staff and appropriate ministry teams.

Essential Job Function:

1. Plan and execute summer camps for kids and lead volunteer teams for assigned environments.
2. Be a part of the Large Group team for Journey Kids on Sunday mornings.
3. Lead and support Kids and Student Special Events.
4. Lead 6th grade small groups in Transform.
5. Support the Merge environment as needed.
6. Prepare needed supplies for Sundays and Wednesdays for Journey Kids, Transform and Merge.
7. Equip leaders by providing schedules, lesson plans and needed supplies for use during events.
8. Facilitate and coordinate communication with parents, staff and volunteers on assigned Kid and Student Ministry environments.
9. Assist in planning and executing VBS.
10. Provide recommendations on the Faith Formation budget and follow purchasing procedures.
11. Engage effectively in faith formation team meetings, staff meetings, and other staff activities.

Knowledge, Skills and Abilities:

- Knowledge of fundamental Lutheran beliefs
- Knowledge of basic teaching principles
- Proficient Microsoft office skills
- Strong writing and verbal communication skills
- Skill in effectively leading and managing a team.
- Skill in developing effective interpersonal relationships with children, families and staff
- Excellent organizational and time management skills
- Ability to learn church management software
- Ability to learn principles of kids ministry
- Ability to recruit, train and support volunteers and staff
- Ability to work effectively in teams
- Ability to demonstrate vision and passion for serving children and families and helping them grow in their faith

Education and Experience:

Degree in Education, Communication, or related field. Experience can be substituted for Education. Must have a minimum of three (3) years in a position that utilizes effective teaching and communication skills with children. Must have an active church membership. and have gone through or is willing to go through the Rooted Experience.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.

Employee Signature

Date

Administrative Signature

Date