

**First Presbyterian Church of Berkeley**  
Assistant Director, Christian Formation  
Exempt, 40 hours/week, Benefits  
Priority deadline to apply: April 9, 2018, open until filled

**Position Title:** Assistant Director, Christian Formation

**Date** March 2018

**Job Summary:** Provide project management for new and ongoing programs for Christian Formation Community Life and Adult ministries to meet the strategy and objectives for awareness and ease of connection.

**Major Responsibilities/Activities:**

**Community Group Formation (60%)**

- Coordinate with Director for Community Life and Pastoral Staff to develop and implement the Community Group marketing plan to expand ministry participation and assimilation for individuals, and maintain regular visibility for the wider congregation.
  - Work with Director for Community Life to write and prepare messaging and content.
  - Collaborate to plan and execute Community Group connection events in support of the overall strategy to connect and incorporate our newcomers, frequent attenders, and existing members.
  - Develop and implement participant follow up program and correspondence.
  - Coordinate with Communications Coordinator for publicity plans, First Pres website content, bulletin announcements, social media, etc. and align graphic design with graphic standards.
- Oversee, update, and maintain the process and systems by which worshipers can easily and quickly access Community Groups information and join as desired.
  - Oversee database objectives and provide process development to update, maintain, and add new participants for all Community Groups.
- Prepare, monitor, and adhere to the Community Group annual budget.
- Support Director for Community Life and Pastoral Staff in Community Group leadership development:
  - Identify groupings for alignment and development (i.e. geographic, life stage, age, etc.) to ensure the span of care strategy and objectives are met.
  - Collaborate to develop and implement Community Group leadership training and recognition events.
  - Help identify and recruit Community Group Leaders, as well as develop curriculum and training materials.

**Adult Ministries Program and Event Management (40%)**

- Coordinate with Associate Pastor (AP) of Christian Formation and Pastoral Staff to provide project management leadership to key Adult Ministry programs and events.
  - Support Emmaus Communities (EC) through weekly communication with EC leaders and plan and assist in EC team equipping events.
  - Provide project management for All Church Conference including managing Mount Hermon arrangements and facility needs.

- Provide project management for Summer Institute Classes/Colloquium and assist AP of Christian Formation in theme development, identifying and recruiting speakers and teachers.
- Serve as staff contact for Women's Retreat lay committee.
- Provide project management for additional classes or programs developed for fostering Adult Christian Formation (e.g., Tom Elson New Testament Class).
- Develop and implement the marketing plan to provide regular visibility for Adult Ministries.
  - Work with ministry leaders to write and prepare messaging and content.
  - Coordinate with Communications Coordinator for publicity plans, to ensure current information on First Pres website, bulletin announcements, social media, etc. and align graphic design with graphic standards.
- Prepare, monitor, and adhere to the Adult Ministries annual budget.

### **Minimum Requirements**

- A growing and deepening faith in Jesus Christ.
- At least 5 years of program and project management experience. Church staff experience desired.
- Demonstrated leadership and organization skills, including project planning and execution for a wide range of programs.
- Attention to detail to produce high quality work; able to follow projects, ideas, and needs through to completion.
- Self-directed with ability to manage multiple priorities and projects between the Christian Formation Ministries.
- Excellent interpersonal and people skills, discretion, and ability to work graciously and collaboratively with staff, ministries, volunteers, and lay people.
- Strong oral and written communication skills, including excellent e-mail and proofreading skills. Social Media familiarity a plus.
- Ability to maintain confidential information as required.
- Proficient knowledge of needed software programs and web-based applications, which may include: Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), Microsoft Publisher, Google Drive and Docs, and familiarity with using database programs. Adobe InDesign required. Photoshop, Dreamweaver and html experience a plus. Willing and able to apply advanced features in software and applications, and learn new programs, specifically Shelby Database and other applications as needed

**Reports to:** Associate Pastor for Christian Formation.

*Note: Nothing in this job description restricts the right of First Presbyterian Church leadership to assign or reassign duties and responsibilities to this job at any time.*

### **How to Apply:**

- Find our application form at <http://www.fpcberkeley.org/employment.asp>
- Return this form with your Cover Letter and Resume to Bonnie Rauscher, Human Resources, at [bonnier@fpcberkeley.org](mailto:bonnier@fpcberkeley.org), or Bonnie Rauscher, First Presbyterian Church of Berkeley, 2407 Dana St., Berkeley, CA 94704.

Priority Deadline: April 9, 2018. Rolling review upon receipt. Early applications are encouraged.

Position will remain open until filled.

Job offer will be contingent on passing a criminal record background check.