

**First Presbyterian Church of Berkeley**  
**Christian Formation Coordinator**

Reports to Associate Pastor for Christian Formation

Exempt, Full Time

Start Date: June 1, 2021

Priority deadline to apply: April 15, 2021

**JOB SUMMARY** *(Description of what this position is created to accomplish.)*

The Christian Formation ministry team (staff, elders, and lay leaders) is responsible for nurturing disciples of all ages toward belonging in Christian community, deepening intimacy with Christ, formation in Christ's image, and active service in God's mission in the world. The role of the Christian Formation Coordinator is to partner with the Christian Formation Associate Pastor, Directors, lay leaders, and various First Pres ministries to support the holistic formation of our children, youth, adults, and families as they gather in a variety of contexts to share life together, allow Scripture to shape and form us, and participate together in God's mission. When needed, the Christian Formation Coordinator also supports other ministry areas at the direction of the Executive Coordinator & HR.

**Major Responsibilities/Activities** *(Essential functions in order of importance, including what must be accomplished, supervision/management responsibilities, standards for quality/quantity, etc.)*

**Administrative Support**

- Assist in identifying, equipping, and incorporating lay leaders to support the various Christian Formation ministries.
- Coordinate with the Director for Communications to develop and implement communications strategies and marketing plans for Christian Formation.
- Assist with preparing, monitoring, and managing annual Christian Formation ministries' budgets.

**Program Support**

- Assist Associate Pastor for Christian Formation, Director of Children & Families, and Director of Youth & Families to implement essential programs and experiences.
- Manage Christian Formation program/event registrations. Maintain Christian Formation participation and program/event databases and files.
- Coordinate logistics for virtual and in-person programs/events including room reservations and set up design; initiate and coordinate catering, childcare, and other event-specific support. Facilitate and attend virtual and in-person meetings, as needed.
- Manage the use and allocation of Christian Formation licenses (Zoom, Planning Center, etc.) in coordination with needs of CF staff and ministries.
- Maintain department programs and events in all-church calendar and facilities management system.
- Develop and implement publicity requests for Christian Formation programs/events in collaboration with Director of Communications, including announcements, website content management, social media, etc.
- Initiate on-going/periodic communications with CF groups and ministry leaders, as needed.
- Respond to CF inquiries by providing ministry information and facilitating connections with relevant ministry contacts.
- Assist with managing financials, including allocating department expenses to appropriate project/account codes, processing payments and check requests, preparing monthly expense

and credit card reimbursement forms, and updating budget tracking documents as required for programs/events, including collecting money, processing contracts/check payments, and budgets etc.

### **Minimum Requirements**

- 1–3 years of admin experience.
- Self-directed, able to manage multiple streams of work.
- Attention to detail and follow through within tight turnaround times.
- Ability to work with and relate to the diverse First Pres community.
- Strong communication skills – both verbally and in writing.
- Ability to maintain confidentiality in a sensitive and professional manner.
- Proficient knowledge of needed software programs and web-based applications, which include: Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), and Google Drive and Docs. Willing and able to learn new programs and applications as needed.

**Schedule:** Monday–Friday, some evenings and weekends required. Exact schedule of workdays and days off to be coordinated with the supervisor.

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

### **How to Apply:**

- Complete our application form at <http://www.fpcberkeley.org/employment.asp>
- Return application form with your cover letter and resume to Human Resources at [info@fpcberkeley.org](mailto:info@fpcberkeley.org), or mail to:  
First Presbyterian Church of Berkeley  
2407 Dana St.  
Berkeley CA 94704.

Priority Deadline: April 15, 2021. 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.