Portland-Area UCC Christian Spiritual Formation Collaborative

**Job Title:** Christian Education and Spiritual Formation (CE/SF) Facilitator

**Type of position:** This position can be constructed as an hourly, non-exempt position or as a field placement internship, depending upon the needs of the individual hired.

**Accountable to:** Accountability details and supervisory plans will depend upon how the position is constructed – see above – and be negotiated during the hiring process.

**Number of Hours:** This is an hourly position, and the person filling it will track hours and submit timesheets. The number of hours worked each week will vary, but we anticipate that the position will take approximately 12-18 hours a week, on average. Hours are negotiable based upon churches’ and finalist’s needs.

**Context:** State Street Congregational Church, Williston-Immanuel United Church, and Woodfords Congregational Church are three congregations in Portland, Maine that are associated with the United Church of Christ (UCC). These churches are collaboratively seeking a Christian Education and Spiritual Formation Facilitator who will design, develop, and facilitate jointly sponsored Christian Education and Spiritual Formation programs and initiatives for members of all three faith communities.

During this COVID-19 era, we are assuming that a majority of Christian Education and Spiritual Formation activities likely will be digital offerings, which will be supplemented by occasional in-person gatherings when possible and appropriate. In the future, we hope that programming will include more in-person events, depending upon how things progress with COVID-19 and efforts to find treatments.

**Essential Responsibilities:**

**Elementary School Christian Education and Family Engagement:**

- Monthly 3-church worship service for families
  - Create one original intergenerational worship service per month that focuses upon a specific theme.
  - Create original content snippets for each intergenerational worship service (e.g., short sermons, scripture reflections, etc.).
  - Curate and collect content contributions from church families, with support of volunteers from each church.
  - Coordinate and collect musical content, working with church musicians or with guest artists.
  - For digital services: Oversee and supervise the process of turning collected content snippets into a film/video of approximately 30 minutes. Technical support will be provided.
- Prepare digital worship services for posting on social media channels and distribution to families.
- Create a follow-up discussion guide containing two different sets of age-based discussion questions or spatial/art or bodily-kinesthetic activities based upon the intergenerational service’s theme. (The goal is to keep families engaged with the theme even after they have watched or participated in worship.)

**Monthly Discussion Groups**
- Along with volunteers, facilitate digital and/or in-person opportunities for families and youth to interact around monthly theme.
- Offer at least two discussion groups: one for families with kids aged 8 and under and one for kids aged 9-12.
- Prepare discussion questions, spatial/art, bodily-kinesthetic, or centering activities for gatherings.

**Monthly Experiential Learning Activity**
- Create resources for families to engage in post-worship experiential learning, building upon theme from worship. (For instance, if the month’s theme is Creation Spirituality, children and families might be asked to take a walk and snap pictures of beautiful things they see in God’s creation.)
- Connect activity to local community and, occasionally, to local service or outreach initiatives.
- Modify activity to suit younger-elementary and upper-elementary learners.

**Three-Church Service Project**
- Develop at least 7 opportunities per year for children and families to engage in craft or cooking sessions, with crafts/recipes taught by the CE/SF facilitator or volunteers from collaborating churches.
- Work with volunteers to create “how-to” lessons and videos that teach each craft/recipe.
- Potentially work with youths to create some of these videos (e.g., kitchen cooking demos).
- If necessary, act as camera person for these craft/cooking sessions.
- Coordinate virtual or in-person Heifer Fair – or else develop another opportunity to sell created crafts and food items to fundraise for a nonprofit chosen by the collaborative’s participating churches.
- Advertise Heifer Fair/fundraiser and solicit engagement from partner churches.

**Middle School Confirmation Engagement - 7th & 8th grade**
- Two-year spiritual formation program
  - Responsible for designing/developing and delivering a spiritual formation and Confirmation program for youths in 7th and 8th grade.
We imagine that youths will meet on average twice a month, for a total of 12-14 total sessions each year. The CE/SF facilitator will be responsible for:
- Program planning.
- Helping youths develop their confirmation statements/statements of belief.
- Developing two additional in-person fellowship opportunities per year, when possible and appropriate.
- Planning a “graduation” celebration for each cohort of participants.
- Program outreach, communication, and scheduling.
- Facilitating gatherings and activity sessions.
- Coordinating volunteers.

**Spiritual Formation**
- When needed and appropriate, assist collaborative member churches with spiritual formation activities designed for adults and high-school youths.

**Administration**
- Coordinate and facilitate program planning meetings with churches, participating ministers, advisory/volunteer committees.
- Network with leader(s) of Portland’s ecumenical youth group to ensure continuity of care and program coordination.
- Coordinate and supervise with Sunday School teachers/volunteers etc.
- Build coalitions with other churches/denominations and religious bodies around education and programming.

**Qualifications / Position Requirements:**
- A bachelor’s degree or higher
- A passion for inspiring young people and families
- An interest in, and familiarity with, the spiritual and social development of children and youth
- Experience working with young people in group settings, including non-scholastic situations
- Enthusiasm for collaborative ministry and building relationships between different communities of faith
- An entrepreneurial spirit and the desire to help start something new
- Willingness to grant permission for a criminal background check
- Familiarity with Safe Church policies and training (and/or a willingness to undergo training about risk management and child-safety practices and protocols)
- A commitment to diversity and a willingness to affirm the dignity of all individuals, including members of the LGBTQIA community and youth from diverse cultural, religious, and socio-economic backgrounds
- Experience planning and leading non-traditional worship experiences
- Ability to communicate effectively and respectfully, to work well independently, and to develop effective working relationships with people from a variety of backgrounds
- Ability to work a variable work schedule, which includes regular work on weekends and may include occasional work on weeknights
- Experience developing, coordinating and managing activities and programs
- Positive attitude, excellent problem-solving skills, and friendly communication style
- Strong organizational and time management skills and the ability to prioritize and manage multiple projects with excellent attention to details
- Excellent computer skills and proficiency in the use of social media
- English fluency, strong interpersonal skills and public communication abilities, including excellent writing skills

**Compensation:** Compensation is competitive and will be based upon qualifications and experience.

**To apply for this position:** Please send a cover letter describing your interest in the position, a resume, and a list three references to the Rev. Scott DeBlock, interim pastor of State Street Church UCC, by **November 20, 2020**. Scott’s email address is scottdeblock@gmail.com. Applications will be reviewed as they are received

**Additional Opportunity:** Portland’s ecumenical youth group is currently searching for a new facilitator. That position will be 40 hours per month. We encourage candidates who might be interested in combining that position with this one to learn more about the ecumenical youth group position.