



**Director of Spiritual Formation  
Job Description**

<b>Reports to:</b>	Lead Pastor
<b>Status:</b>	Full Time, including Sundays & Church Holidays
<b>Salary:</b>	\$40,000-\$45,000 + benefits
<b>Desired Start Date:</b>	On or before 1/1/18

**Job Summary**

This role is responsible for the oversight and development of a comprehensive spiritual formation ministry for Hamline Church.

**Professional Expectations**

**All Ages Spiritual Formation**

Oversee development, planning, coordination, and evaluation of Spiritual Formation for children, youth, and adults, including but not limited to communication, training, coaching, supervising, and recruiting. Supports children's and youth ministry staff.

**Newcomer Experience & Hamline University Outreach**

Develop process that strategically moves individuals from being first time guest to members/active participants in the life of Hamline Church. Facilitate Hamline Church's connection to Hamline University students and organize young adult ministry.

**Spiritual Care**

Provide pastoral and spiritual care to the congregation in collaboration with the pastor including spiritual mentoring (especially of leaders) and visitation- shut-ins, crisis care, follow-up to visitors, parents and other family members of children/youth who attend church

**Worship Leadership and Planning**

Involvement in weekly worship leadership and planning  
Preach 6-8 times per year

**Administration and Leadership Support**

Oversee church life activities- serve as resource person and liaison, encourage and oversee sharing event publications on master calendars. Participates in staff/ church planning meetings.

**Core Competencies**

Positive growing Christian Faith, Relational Leadership, Teaching Gifts, Organizational Management, Written and Verbal Communications Skills

**Relationships**



Reports to Senior Minister  
Serves as a member of the Staff Team and liaison to Church committees as assigned  
Supervises 2-3 employees  
Accountable to Church Leadership (Church Council)

### **Minimum Qualifications**

Christian education or spiritual formation experience, preferably in a large church or non-profit setting

Experience with worship leadership and design

Previous experience managing employees and volunteers

Bachelor's Degree

Masters Degree in related field preferred (MDIV, MA in Spiritual formation, Christian Education, Religion, Education)

Pass a criminal background screening and completion of Safe Gatherings training.

Complies with all aspects and policies of the Hamline Church United Methodist Personnel Policy.

Familiarity with Macintosh, competency with email marketing software (MailChimp), social media tools (Facebook, Instagram), Microsoft Office (Word, Excel, Outlook), and Google calendar and Google Drive.

### **Physical Requirements:**

Ability to communicate verbally and in writing.

Ability to lift or move equipment/materials weighing up to 30 pounds, with or without accommodation.

Ability to work for extended periods at computer workstation, standing, or sitting on the floor with kids, etc.

### **Application process:**

Send resume and cover letter, including experience to:

Hamline Church United Methodist

Rev. Mariah Tollgaard

mftollgaard@hamlinechurch.org, with title, "Director of Spiritual Formation"

Anticipated start date January 2018.