



4896 N Peachtree Rd, Dunwoody, GA 30338
<http://kingswood.church>

About Kingswood Church

Kingswood Church, located in the heart of Dunwoody, strives to be a loving community where all are welcome, the lost are found, and disciples are made for the transformation of the world. Kingswood has a range of ministries and mission opportunities to serve the community, with an emphasis on children, youth, families, and older adults. The church currently offers two worship services on Sunday mornings: 8:45 am (traditional service) and 11:00 am (contemporary service). The church was founded in 1968 and has approximately 500 members. Kingswood Church requires that all staff be of the Christian faith to ensure a commitment to the vision and mission of Kingswood. Visit us on the web at <http://kingswood.church>.

Position: Minister of Spiritual Formation

Job Summary

The Minister of Spiritual Formation is responsible for planning and executing programs that build a strong community of faith for children (birth through 5th grade), youth (6th – 12th grade), adults, and older adults at Kingswood Church. This position provides leadership for the church's ministries of spiritual formation through collaboration with staff, volunteers, and other ministry support. This involves planning and implementing weekly activities with staff and volunteers, coordinating events, projects, and seasonal activities throughout the year, and developing outreach ministry activities for the local community. Demonstrated leadership skills, empathy for people of all ages, strong organizational skills, strong written and verbal communication skills, and experience in successfully recruiting and training volunteers are essential in this ministry position. This position calls for a passion for integrating people into the life of the church through a deep relationship with Jesus Christ.

Responsibilities and Duties include but are not limited to:

- Actively contribute to the four cornerstones of Kingswood's mission: passionate worship and discipleship; engaging in radical hospitality and building a loving community; serving the greater good in ministry and mission; and sharing the good news of Christ locally and globally
- Participate in continuing education and professional development related to Christian formation, leadership, and ministry
- Develop, coordinate, and support spiritual formation opportunities for adults and older adults in collaboration with the senior pastor and lay leadership.
- Read, research, and study curricular resources, especially United Methodist materials, to provide highest quality in content for Christian education and spiritual formation
- Work with adult volunteers to lead weekly children and youth activities at Kingswood on Sundays (morning and evening) and potentially Wednesday evenings; engage children and youth in the life of the church; and actively interact with church members and guests
- Partner with Senior Pastor to implement and deliver Confirmation and other classes, and to include/increase youth participation in Sunday services via readings and prayers
- Plan and execute opportunities for the youth to put their faith into action through caring for others
- Attend and when requested report on program activities, budget, and overall state of the program at Church Council Meetings
- Plan, organize, and execute events and trips for the youth

- Grow children's and youth ministry participation by engaging families within the church and community and partnering with the Minister of Communications to promote ministry opportunities through appropriate communication channels
- Recruit, train, mentor, and provide leadership to volunteers and ministry support staff as appropriate
- Provide leadership and supervision to assigned ministry staff, interns, and volunteers
- Serve on Safe Sanctuary Committee, coordinate training for children and youth volunteers, and monitor compliance to Safe Sanctuary requirements within the youth department and throughout the church
- Develop and maintain age-appropriate worship activities for young children during Sunday worship services
- Develop and implement a coordinated plan with Senior Pastor to engage and follow-up with church visitors who have children
- Partner with The Kingswood Preschool leadership and staff to implement Chapel and other activities that reach and develop ongoing relationships with Kingswood Preschool families
- Coordinate the planning and execution of Vacation Bible School program
- Assure that the safety and sanitary conditions of the nursery, children's Sunday school and Worship Care areas meet established requirements
- Coordinate with staff and volunteers to publicize events
- Responsibly manage the assigned budget for children and youth ministry
- Attend staff meetings and report on progress in areas assigned
- Attend Wednesday Night Suppers to engage children and youth in the life of the church
- Other duties as assigned for the purpose of planning and executing programs for all ages that build a strong community of faith.

Qualifications and Skills

- Bachelor's Degree or equivalent experience.
- At least 3 years' experience developing and leading programs for children and youth, preferably in a church setting
- A commitment to growth, innovation, and creativity in using a variety of programs, styles, and forms of ministry to accomplish shared goals and the mission of Kingswood Church.
- Able to attend weekly staff meetings, Sunday activities and other activities as assigned.
- Experience using digital and social media platforms as tools for ministry communication and community engagement
- A dynamic spirit for attracting and retaining children and families
- A healthy sense of humor and the ability to balance fun with opportunities for spiritual growth
- Ability to plan and manage schedules and budgets
- Clean driving record, including no DUI or reckless driving convictions in the past five years
- Proficiency with Microsoft Office, including Excel, Word, and Outlook
- Ability to work with staff, members, and volunteers in a supportive, collegial team relationship that supports the ministries and mission of the church
- Good oral and written communication skills
- Proven record of trustworthiness and integrity

- Ability to maintain confidentiality
- Ability to work independently, meet deadlines, and manage time efficiently
- Ability to establish and maintain appropriate boundaries consistent with Safe Sanctuary requirements

Physical Demands

These physical demands described below are representative of those required to perform the essential functions of this position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions described. The position requires the ability to participate in worship services, classes, meetings, and community events; move throughout church facilities; and occasionally lift or move supplies or equipment weighing up to 20 lbs.

Classification: Full-time, exempt

Hours: Average 40 hours per week, including attendance at Sunday activities morning and evening, Wednesday fellowship in the evening, and some meetings that may fall in the evenings or on weekends.

Reports to: Senior Pastor

Equal Opportunity Employment

Kingswood Church provides employment opportunity based on merit and ministry needs, and not on race, color, citizenship status, national origin, ancestry, gender, age, creed, physical disability, marital status, veteran status, political affiliation, and as outlined in the 2016 Book of Discipline, Paragraph 162, A, E, F, G, H, I, and J.

It is the policy of Kingswood Church to comply with the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Kingswood Church will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical disability. Kingswood Church will also make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Kingswood Church.

Please send resume and cover letter to hiring@kingswood.church.