

Position Description
Director of Christian Formation
St. Mary's Episcopal Church, Dousman

The overall goal of the position is to bring parishioners, particularly our youngest, into a deeper understanding of God. This is accomplished by the sustaining and developing of opportunities for our children, youth and young families.

The Director will be under the direct supervision of the rector and work with the volunteers to lead these programs. The Director is responsible for the promotion and communication of the programs within the Parish.

The position contemplates up to 10 hours per week for ten months of the year. Time off will be mid-June through mid-August. There is recognition that some weeks will not require 10 hours and other weeks may require a few more hours. The Director will keep track of and balance the workload. This balance will be discussed and approved by the vestry on an on-going basis.

Responsibilities: Assist with Christian Formation ministry for children, teens and young families.

- Recruit, supervise, train and equip leaders of Children's Liturgy of the Word (CLW) and make parents with CLW-aged kids (first through fifth grade) aware of this ministry
- Recruit, supervise, train and equip Sunday school leaders, including curriculum development, planning, and reaching out to parents with Sunday school –aged children to make them aware of what's available.
- Recruit, support and assist the Youth Group leaders(s), offering to help with lesson planning, scheduled, publicity and other ways that leaders may need assistance
- Lead and chaperone any Youth Mission Trip or event.
- With the rector, plan annual Christmas Pageant, Easter Pageant and other celebrations.
- Be sure that formation events are posted on the parish website and attend to other forms of P.R.
- Continue to seek creative ways to engage the People of God in learning, reflection and growth in faith
- Be a presence on Sunday morning, when the bulk of the parishioners are present, in order to be present to them, establish connections and build relationships.
- Ensure that all involved in ministries with minors have received the necessary "Safeguarding God's Children" training
- Be aware of and work within the Formation budget of the parish

Reporting Requirements:

- As of September 1, 2019, The Director of Christian Formation is under the direct supervision of the rector, with the oversight of the vestry and will be responsible for the implementation of the parish's formation program.
- The Director will prepare a monthly summary of their activities for the Rector and attend Vestry meetings when requested.

Salary and Benefits

- Salary commensurate with experience and qualifications.
- Salary and benefits shall be established annually by the Rector, Wardens and Vestry of St. Mary's.