

**Job Description: Director of Christian Formation
Full-Time Position**

Reports To: The Rector



**CHRIST
EPISCOPAL
CHURCH**
COVINGTON



Summary

The Director of Christian Formation must have a commitment to Christ-centered spiritual development. This person is responsible for overseeing and implementing religious education/formation and activities for parish children and youth from nursery through high school and their families. The goal of this ministry is to engage, inspire and enable the children and youth of Christ Episcopal Church to lead a life in Christ, with the traditions of the Episcopal Church strongly in mind. This job requires keen organizational skills, a spirit of collaboration and teamwork, strong written and oral communication skills, a sense of humor, and a sincere love of God's people of all ages. At their best this Formation Director, led by the Holy Spirit, will Invite, Inspire, Transform, and build a stronger community of faith within and beyond the walls of the church.

This is a salaried full-time staff position. The Director of Christian Formation is expected to be present on Sunday morning, all other times that children and youth programs are scheduled, and when relevant staff and committee meetings are held. Salary will be contractually agreed upon at the outset of employment and will be reviewed annually.

Objectives

- To build a strong community of faith within the families and children of the parish
- To enhance and expand existing religious education/formation programs and develop exciting and flexible new programs that can evolve with the changing demographics of a growing parish.
- To look beyond the school age years and build a program that promotes and encourages a lifelong relationship with Christ.
- To recruit, train and supervise volunteers and staff.
- To engage personally in all areas of the ministry of Christian formation in the parish.
- To serve as a liaison with Christ Episcopal School building a relationship with staff and students.

Qualifications

- At least 2 years' experience in the development of Christian formation programs in a volunteer or professional capacity.
- Teaching experience is preferred along with online experience and proficiency.
- Familiarity with Episcopal Christian education/formation programs
- Demonstrated administrative and organizational skills, including experience in a leadership position, working with volunteers, and recruiting, training, and supporting a teaching team.

Responsibilities *(include the following or any other duties assigned by the Rector)*

1. Christian Formation

- Provide direction, guidance, and vision for the following areas of Christian education:
 - Sunday School for ages 4 through Grade 12
 - Middle and High School Youth Groups and Mission Trips
 - Quarterly and seasonal intergenerational/family-oriented special events, to include Vacation Bible School
- Develop/implement curricula for nursery, elementary, middle, and high school levels of Christian education.
- Work with Rector and Liturgy Team to incorporate older children and youth into our services as readers, acolytes, greeters, and other ministry opportunities during services.
- Work with the Music Director to encourage children and youth participation in parish music programs (i.e. Christmas pageant, possible children's choir,)
- Provide motivation, feedback, guidance, resources, and support for volunteer teaching staff.
- Work cooperatively with other staff members and lay leadership to develop an integrated approach to Christian education/formation that fosters a spirit of Christian community.
- Develop and maintain community contacts to enhance opportunities for education, mission, outreach, and networking with local churches, within the Northshore Episcopal Church Community, Christ School, and Christwood.

2. Congregational Care and Nurture

- Ensure that childcare is available during all church events and programs.
- Build a community within the families of Christ's Episcopal Church and assist the priest with pastoral care of that community as needed.

3. Worship

- Plan, execute and/or supervise meaningful worship experiences for children's chapel, youth ministry events, holiday celebrations, and other events as requested by the Rector.
- Plan and promote worship education and leadership skill development for children, youth, and Sunday School volunteers.

4. Administration

- Recruit and mentor volunteer teaching staff and conduct training seminars to keep staff apprised of current educational resources and ensure present and future needs are appropriately addressed.
- Coordinate education/formation needs, calendar, space, staffing and financial resources with other staff, work areas, and church leaders to enhance the total life and ministry of the church.
- Assist the Treasurer in the development the Christian Formation budget to present to the Vestry.
- Publicize Christian formation activities in the weekly bulletin/email, social media, the monthly newsletter, and outside sources, as appropriate.

Accountability

The Director of Christian Formation reports to the parish Rector.

Applying for the Position – Application Deadline is June 23, 2023.

Send a current resume and the names and contact information for three references, including both clergy and laity, and any other pertinent information you may wish to provide to:

The Rev. D. Seth Donald
Christ Episcopal Church
129 S. New Hampshire St.
Covington, LA 70433
rector@christchurchcovington.com

References will be contacted, Safe Church Training is required, and a background check will be conducted.