

St. Paul's Episcopal Church

101 West Gale Street, Edenton NC 27932

252-482-3522

www.stpedenton.org

Director of Children's Formation

St. Paul's Episcopal Church in Edenton, NC is seeking a part time Director of Children's formation to join our staff.

We seek a spiritually grounded, motivating individual to lead and nurture our growing children's ministry. A complete job description, with minimum requirements and expectations, is included below.

The salary package, starting at \$19,500 for 18 hours a week, includes 5% pension, vacation, and \$1200 annually for continuing education.

Interested applicants should send a letter of interest, resume, and references to Rev. Melody Perdue: mperdue@stpedenton.org.

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Director of Children's Formation

Reports to: Rector
Directly Supervises: Children's ministry volunteers
Status: Part-time / 18 hours/week

Job Summary

The Director of Children's formation will develop and support Christian formation programming for Pre-K – 5th Grade children at St. Paul's. The Director will oversee the Sunday morning program, other children's formation events, and work in collaboration with the clergy and staff.

Essential Functions:

- Supply and coordinate curriculum for Sunday morning formation for K-2nd grade class, and 3rd-5th grade class.
- Lead children's chapel program for K-2nd grade.
- Recruit, train, and coordinate volunteers for all children's programming.
- Plan and/or support seasonal/occasional children's ministry offerings alongside adult programming throughout the liturgical church year (Advent crafts, Pancake supper, Lent programming, Easter Egg hunt, etc.)
- Communicate weekly with families of St. Paul the lessons and activities for Sunday mornings or other planned events.
- Maintain database of St. Paul's families, along with permission slips, photo agreements, and any other needed documentation. Ensure families register for programs.
- Plan and coordinate Summer Family Camp (or VBS); Assist with Summer Music & Arts Camp with other St. Paul's staff.
- Plan and facilitate annual Christmas Pageant at St. Paul's
- Attend weekly staff meeting
- Coordinate with youth pastor for youth and family events when needed.

Other Responsibilities

- Attend church services Sunday mornings

Minimum Qualifications

- High School Graduate (Bachelor's degree preferred)
- Experience and knowledge with early childhood education
- Technology Skills: general digital literacy, intermediate to advanced MS Office Suite, database skills, web applications including Google Docs.
- Awareness and attunement to the Episcopal Church liturgical traditions, including the church calendar year and the Revised Common Lectionary (or willingness to learn).

Physical Requirements

- Able to climb stairs to classroom spaces.
- Able to lift bins of crafts and small children's furniture in classrooms
- Vocal ability to speak clearly to loud children and be heard
- Able to bend, sit on floor or steps when necessary; kneel to communicate with children.

Core Competencies

- *Creativity and Innovation*: Generates new ideas for children's programming; makes new connections among existing ideas to create fresh approaches. Has good judgment about which creative ideas and suggestions will work.
- *Compassion and Care*: Exudes a natural sense of care for the well-being of children and their families; Responds with empathy and humor to child-like behavior. Communicates a supportive and kind presence; demonstrates appropriate and boundaries expressions of care.
- *Interpersonal skills*: Establishes good working relationships with staff and families. Works well with people at all levels of the congregation; builds rapport with children and families. Uses diplomacy and tact; Is approachable; Communicates well and evidences emotional intelligence.
- *Mission ownership*: Demonstrates understanding and full support of the program mission, vision, and values and beliefs of the congregation.
- *Verbal and Written communication*: Is able to deliver a message to children clearly, articulately, and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; Is able to write clearly and succinctly to families, employing correct grammar and punctuation.
- *Delegation*: Can recruit and clearly delegate tasks to volunteers within the ministry. Appropriately shares responsibility – sets clear objectives and measures progress. Gives good feedback to volunteers and trusts people to perform their own work.
- *Spiritual maturity*: Shows strong personal depth and spiritual grounding; Lives out their faith and is seen by others as trustworthy and authentic; nurtures a rich spiritual life; Can articulate a clear and consistent theology.
- *Teaching*: Designs effective lesson plans and facilitates learning experiences in both small and large group settings. Selects themes and topics that are scripturally grounded.
- *Fun*: Demonstrates humor, joy, and excitement in leading formation programs. Is able to laugh at self and find both humor and spiritual depth in input from children.