

St. Timothy's Episcopal Church Greenville, North Carolina

JOB DESCRIPTION

JOB TITLE: Director of Christian Formation

REPORTS TO: Rector

DETAILS: Part-time (20 hours/week), exempt

COMPENSATION: \$18-20/hour salaried, commensurate with education and experience, no individual benefits provided, continuing education funds and time included

PURPOSE/SCOPE OF DUTIES: Form, transform, and support the faith lives of our children, youth, and families.

APPROACH: For our director to truly succeed, they must spend the majority of their time recruiting and training others to lead while planning and creating environments and activities for our leaders and participants to succeed in.

RESPONSIBILITIES

Leadership

- Lead the Formation Committee in vision, assessment, improvement, and implementation of all formation offerings at St. Timothy's.
- Recruit and train volunteers to support all formation ministries.
- Serve as chief promoter and spokesperson to the congregation and beyond for St. Timothy's formation ministries in person and through our online and print communication.
- Maintain consistent and informative communication with stakeholders including but not limited to parents, volunteers, youth, children, and interested supporters.
- Meet with the rector on a regular basis.
- Manage Safe Church, Safe Communities compliance records for formation ministry volunteers alongside Parish Administrator.

Youth

- Recruit and train adult volunteers to provide regularly occurring times of fellowship and formation for our 6th-12th graders.
- Develop relationships with youth outside of regularly occurring programs (at worship, by attending their events, etc.).
- Advocate for youth involvement throughout church life, facilitating their inclusion in ministries that are not only youth programming (e.g. as lectors) and discovering new ways to engage their leadership abilities.
- Encourage youth participation in diocesan events and programs.

Children

- Recruit and train adult volunteers to provide regularly occurring times of fellowship and formation for children birth-5th grade.
- Support the Rector in facilitation of Families First worship service (first Sundays).
- Advocate for children's involvement throughout church life, facilitating their inclusion in ministries that are not only children's programming (e.g. as lectors) and discovering new ways to engage their leadership abilities.
- Recruit, hire, train, and manage the nursery providers including scheduling.

- Maintain a list of nursery substitutes from within the congregation.

Intergenerational

- Develop relationships with parents through weekly or bimonthly communication.
- Support opportunities for parish wide formation of all ages.
- Collaborate with other ministry areas to support the work of the church with an intergenerational lens.
- Resource adult formation offerings and provide support as needed.

SKILLS AND EXPERIENCE

- Excellent judgement and risk management skills
- Experience with children, youth, and adult formation, preferably in a church environment, and knowledge about life stages and seasons (volunteer or paid)
- Ability to create an inclusive and approachable environment where people are able to love easily and be easily loved across differences in gender, sexuality, ethnicity, neurodivergence, and personal beliefs.
- Contagious faith
- Proactive communication skills
- Ability to nurture and work well with adult lay leaders
- Ability to manage a budget and keep good financial records

OTHER REQUIREMENTS (all provided)

- Safe Church, Safe Communities training
- Anti Racism training
- Submission to mandatory background investigation(s) as required by the Diocese of East Carolina
- CPR certification

Those interested in applying should send a cover letter and resume to johnpa@st-tim.org.