



*A WELCOMING, CHRIST-CENTERED EPISCOPAL CHURCH IN WINCHESTER, MASSACHUSETTS*

## **JOB DESCRIPTION**

### **Director of Christian Formation**

#### **General**

The Director of Christian Formation (DCF) is a  $\frac{3}{4}$  time (30 hours per week) staff member responsible for the oversight and direction of Christian education and spiritual formation for individuals and families within the parish.

The broad responsibilities of the DCF include:

- Designing, implementing, and developing the Christian education experience for all ages within the parish in collaboration with the Adult Christian Education and Children's Ministry Committees.
- Recruiting, coordinating, mentoring, and training teachers and volunteers.
- Serving as staff contact to the the Children's Ministry Committee.
- Acting as liaison with clergy and staff to welcome families into the life and ministry of the parish, and encouraging other adults to offer that same welcome.

#### **Qualifications**

- Strong organizational skills
- Effective communication among teachers, parents, and staff to ensure smooth-running programs
- Able to coordinate multi-faceted programs involving staff and volunteer teams
- Experience working with parish members of all ages, creating an environment which provides a strong sense of being valued as members of the parish
- Demonstrates a clear understanding of children and youth's developmental needs
- Experienced as a teacher, able to provide teacher training, support, resources, and feedback
- Experience with Christian Education programs, and an appreciation for the Anglican tradition
- Previous knowledge and experience with Journey to Adulthood, experience in the arts, music and literature are preferred
- Demonstrated value and commitment to intergenerational learning experiences and activities

## Organization and Administration

- ❑ In consultation with various other stakeholders, the director of Christian formation develops and implements an annual calendar for activities and events
- ❑ Develops and maintains budgets
- ❑ Coordinates the annual registration of church school
- ❑ Communicates regularly in the weekly Service Bulletin, the weekly newsletter, *The Three Crowns*, and email

## Program Implementation

- ❑ Ensures that leaders fulfill Safe Church training requirements.
- ❑ Is present for and takes responsibility for Sunday morning programs and any other church events involving children and youth. Handles disciplinary and support issues
- ❑ Coordinates and recruits volunteers for special events and programs, including Vacation Bible School, and special liturgies designed especially for children
- ❑ Works with other leaders for major parish events, such as Rally Day, Advent wreath making, Epiphany party, and Shrove Tuesday pancake supper

## Liaison and Integration

- ❑ Attends staff meeting; communicating details of the program to colleagues
- ❑ Meets with other lay leaders to initiate and execute alternative life-long formation opportunities.
- ❑ Attends Children's Ministry and Adult Education Committee meetings to discuss scheduling, planning, programming, curriculum and other needs.
- ❑ Serves in a pastoral capacity to meet the needs of children, youth and their families, in conjunction with parish clergy

## Accountability and Support

- ❑ The Director of Christian Formation receives supervision and support from the Rector
- ❑ Following 60 days of employment the Rector will conduct a review, thereafter, an annual mutual review will be conducted

## To apply:

All persons are asked to submit electronically a letter of interest, a resume, three professional references, and any other information the applicant deems pertinent to:

❖ The Reverend Thomas J. Brown, Rector, [tbrown@3crowns.org](mailto:tbrown@3crowns.org)

❖ For more information about the Parish of the Epiphany visit the website at [www.3crowns.org](http://www.3crowns.org)

❖ The effective start date will be on or about 1 July 2010