

**Christ Episcopal Church**  
**New Bern, NC**  
**Position Description**

**Position Title**

The title for this position shall be: Director of Christian Formation

**FLSA Status**

The Director of Christian Formation shall be a non-exempt (salary) position.

**Position Status**

The Director of Christian Formation shall be a full-time position.

**Reporting Relationship**

The position shall report to and receive direct supervision from the Rector of Christ Church.

**Position Summary**

Working with Rector, the Director of Christian Formation (DCF) will help set the vision and direction for Christian formation through educational opportunities for children, youth, and adults at Christ Church, and work with volunteers, vestry, and staff to carry out that vision.

**Duties and Responsibilities**

Our vision is to be a church that loves the way God loves. We recognize that we are constantly being formed as followers of Jesus, made in the image of God. The role of the DCF will be to engage, support, and equip avenues of Christian Formation for all ages including Sundays, mid-week opportunities, seasonal programs, and special events. The DCF also supervises and supports the two part-time nursery workers.

*Children's Formation:*

Recruitment, training, and support of teachers for Sunday morning classes, including the selection of curriculum for age 3 through 5<sup>th</sup> grade Sunday school classes, is a high priority for the DCF. Communication with teachers, parents, and children is a key component. The DCF will ensure a successful Vacation Bible School each summer and ensure the execution of liturgical-seasonally events around Advent, Lent, and Easter. The DCF is encouraged to engage others in assisting and coordinating these events. The DCF will also work with the clergy and Director of Music in planning children's-specific liturgies throughout the year. The DCF will regularly offer the children's homily during Sunday worship in rotation with the clergy.

*Youth Formation:*

The DCF will work with volunteers to provide regular opportunities for 6<sup>th</sup>-12<sup>th</sup> grade parishioners. This currently occurs during the school year on Sunday mornings during the education hour and on Sunday evenings. The DCF will be responsible for selecting the curriculum for this age group. Other gatherings happen throughout the year, including the summer. We hope for a healthy mix of fellowship, learning, and service opportunities. Involvement in diocesan youth events is an important value for our parish as well as our young people, and the DCF is expected to promote diocesan opportunities and participate as appropriate.

*Adult Formation:*

Our adult formation experienced amazing growth over the past few years, and we hope to keep this momentum going. The DCF will work with the clergy in coordinating Sunday morning offerings throughout the year. The DCF works with volunteer teachers and provides logistical support for guest speakers/teachers. Common threads and themes of formation across all generations are valued at Christ Church. Through engaging, inter-generational gatherings that invite and empower alongside

opportunities for couples, individuals and families to continue their faith formation outside the church walls, we desire to underscore the varied ways and places people take part in Christian formation.

**Communication** among staff, among volunteers, to the parish, and beyond, is a vital component to this position. Christ Church utilizes email, website, social media, and text messaging. Interpersonal communications skills are key, too.

In the past, Support Teams (Children's Ministry Support Team, Youth Ministry Support Team, and Adult Education Committee) acted as sounding boards, idea generators, and programmatic assistance for Children's, Youth, and Adult formation ministries. We desire to see these bodies re-energized and re-engaged.

### **Qualifications and Skills**

Like many church positions, the Director of Christian Formation requires excellent multitasking skills. We seek someone who can:

- Articulate their faith in God and is willing to be open about their faith including their doubts
- Manage simultaneous on-going projects
- Delegate responsibilities and tasks with clear direction and expectations
- Recruit, train, and equip volunteers
- Create an efficient and “well-oiled machine” in a dynamic and active parish
- Communicate clearly and effectively across multiple print and electronic communications including social media platforms
- Work as part of a team
- Relate to and engage with people of all ages and at various points in their faith journey.
- Exercise confidentiality associated with church-related work

Our ideal candidate has:

- A Bachelor's Degree or higher
- Knowledge of Scripture and the Episcopal Church (or other liturgical, hierarchical church)
- Experience in the field of education, particularly in a church setting

### **Working Conditions**

The Director of Christian Formation shall perform assigned duties and responsibilities in a private office at Christ Church. Sunday services and programming, morning and afternoon/evening meetings are part of the normal routine. All employees of Christ Church and in The Diocese of East Carolina are required to provide documentation of the completion of Safe Church, Safe Communities Training. Racial Reconciliation Training from The Episcopal Church or a partnering denomination is also required. If these have not been completed, the new employee must complete these trainings as soon as feasible.

### **Supervision and Evaluation**

While working as part of a team, the Director of Christian Formation must be able to work independently. The Rector, with input from the Vestry, will evaluate his/her performance annually and at other times as required. Staff goals are set each year.

### **Effective Date of Position**

The Director of Christian Formation position is available now.

### **How to Apply**

Send your expression of interest/resume to the Rector, the Rev. Paul Canady at [jobs@christchurchnewbern.com](mailto:jobs@christchurchnewbern.com).

Expression of interest will be received until the position is filled.

Christ Episcopal Church is an Equal Opportunity Employer.