



**Position Description**  
**Director of Children's Faith Formation (PT)**

The Director of Children's Faith Formation is expected to be an example for others by living as an authentic witness of Jesus and being fully involved in the life and ministry of Christ Episcopal Church. The Director of Children's Faith Formation will work an average of 25 hours per week, worked 8:30am – 12:00pm on Sundays, with the remaining hours being flexible, on a twelve-month schedule. Candidates should be well equipped to create environments conducive for faith formation among our youngest members (nursery to grade 5), conversant in Godly Play, experienced in intergenerational Christian education, biblically knowledgeable, and understand the ethos of The Episcopal Church. Additionally, the ideal candidate would have:

- Three years' experience in Christian Education/Faith Formation, or equivalent
- Communication skills
- A welcoming spirit
- Event planning experience

The Director of Children's Faith Formation reports directly to the Rector and is expected to work in consultation with the Rector and the Children's Faith Formation Committee, and in partnership with the clergy and other program and administrative staff.

Specific duties include:

- Godly Play
  - Must be Godly Play certified or willing to attend certification training
  - Develop and plan curriculum for each class
  - Recruit volunteers
  - Train and support teachers regularly
  - Provide substitute teachers when necessary
  - Purchase and organize supplies and snacks
  - Ensure classrooms are neat and orderly and well-prepared for use on Sundays and other days, as needed
  - Provide support to teachers and volunteers
  - Plan and oversee special seasonal events
- Children's Church
  - Plan lectionary-based curriculum
  - Work with the Clergy to plan for teaching
  - Recruit volunteers
  - Provide substitute when necessary
  - Purchase and organize supplies

- Plan and oversee special seasonal events
- Coordinate the annual butterfly release on Pentecost
- Coordinate the annual Christmas Pageant
- Vacation Bible School
  - Oversee the planning and implementation of VBS, with partner congregations, as possible
  - Recruit teachers and volunteers and provide the necessary training
  - Communicate within and outside the congregation for participants
- Children's Faith Formation Committee
  - Work with chair to set regular meetings and recruit new members
  - Attend all meetings as a liaison for the staff
  - Collaborate with the Committee and Vestry to set necessary policies
- Nursery
  - Hire staff
  - Schedule employees for weekly needs and special events
  - Manage employees within the Nursery Guidelines
  - Consult with the Parish Administrator to ensure the space is properly maintained
- Administrative
  - Attend weekly staff meetings
  - Ensure that Safe Church guidelines are followed and that all volunteers are trained per diocesan requirements
  - Develop and manage an annual budget
  - Participate in continuing education opportunities
  - Work with the staff to communicate programming and events
  - Work with the staff on mid-week Formation offerings, as needed
  - Other duties as assigned

Please email letter of interest, resume, references, and salary requirements with a subject heading of "Children's Faith Formation" to [steve@cecbg.com](mailto:steve@cecbg.com) no later than May 23, 2022.