

Part-time Director of Christian Formation

Reports to: Rector

Directs: Sunday school and youth programs; intersects with adult program; helps prepare special programs and events as needed

Status: 10-12 hours per week at \$20-\$23 per hour, depending on experience

Job Summary

The Director of Christian Formation (DCF) works with the Discipleship Vestry Leader and the Rector to provide formation experiences that inspire Christian growth for the people of Christ Church.

Essential Functions

- Meets with Discipleship Vestry Leader and youth ministry volunteers on a regular basis to plan and execute church programs. Provide guidance and mentorship to team members.
- Coordinates event scheduling with the church office.
- Creates opportunities for the youth to formulate, plan, and execute activities both for themselves and for the younger children of Christ Church. Accompanies and encourages them in these activities. Signs off on any SSL hours earned.
- Fills Sunday school teacher vacancies by August of each year and provides the rector with a list of teachers.
- Seeks out partners to serve as volunteer youth mentors, Sunday school teachers, chapel leaders, and forum hour speakers.
- Supports the Rector with special programs such as confirmation, Lenten programs, and camps for the young people.
- Keeps an up-to-date list of children/youth, with contact information, grade level, age, and birthdates.
- Staffs Sunday Children's Chapel services and provides support.
- Available for Sunday programs, including Youth Group, and coordinates with CenMoCo churches for collaborative events/mission trips.

Other Responsibilities

- Attend the Safe Church course.
- Manage field trip permission slips for youth and follow diocesan rules regarding these events
- Be available for the Discipleship meetings as needed.
- Be available for events at church
- Be willing to communicate on social media at yours and others' discretion
- Be willing find drivers for young people to their youth events (especially regional and diocesan)
- Remember to always be with another adult when you are with children under 18
- Works with the Adult Formation Team as needed to advise on programming

Minimum Qualifications

- Demonstrated experience working with youth
- Experience working within a team to plan and execute events
- Comfort with basic web communication and social media platforms, including Facebook
- Ability to manage the church youth programming budget with the church Treasurer, Discipleship Vestry Leader, and the Rector

Physical and Interpersonal Requirements

- Able to move freely throughout the church building and in the various indoor and outdoor settings in which activities may be held.
- Able to interact with others, inspire trust and maintain confidentiality while remaining transparent about what is happening within the various groups
- Able to ask for volunteers

Core Competencies

Creativity and innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work

Interpersonal skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels and of all ages in the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Decisionmaking and problem solving: Uses sound logic to approach difficult problems and conflicts and apply effective solutions, looking for mutual agreement; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based on a blend of research, experience, risk-taking, and judgment while looking for common ground, cooperation, and minimal anxiety.

Organizational knowledge: Knowledgeable about how congregational communication, decision making, and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans approach accordingly

Supervising work: Good at establishing clear expectations and setting clear direction; invites stretching objectives; encourages distribution of the workload appropriately; provides regular and ongoing positive reinforcement; willing to engage in disciplinary processes set up by the youth leadership team

Spiritual formation/discipleship: Demonstrates an understanding of spiritual formation/ discipleship as journey or process; invites others into reflection about personal spiritual journey; embraces a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.