

St. Mary of the Hills Episcopal Church
140 Chestnut Drive
PO Box 14
Blowing Rock, NC 28605

Christian Formation Coordinator

Job Description

Principle Function

The Christian Formation Coordinator at St. Mary of the Hills Episcopal Church cultivates a culture of lifelong formation in the Christian faith in the Anglican/Episcopal tradition, with particular attention toward, but not limited to, our youngest parishioners (ages 0-18). This individual should be a mature follower of Jesus, committed to creativity and collaboration to support the Church's mission of restoring "all people to unity with God and each other in Christ." The position works under the direction of the Rector and includes the supervision and scheduling of volunteers in parish Christian Formation programs.

Responsibilities and Duties

- Cultivate a culture of life-long Christian formation, in partnership with the Rector and staff, throughout the congregation through relationships with parishioners.
- Communicate regularly with Rector, Staff and Vestry about Christian formation opportunities for all ages and stages of life.
- Communicate regularly with parishioners about lessons, activities at home, schedules, to facilitate Christian formation beyond Sunday mornings.
- Recruit, equip and empower a team/teams of volunteers to maintain a robust program of Christian formation for children and youth, with particular attention to Godly play for children, ages 3-12, and EYC (Episcopal Youth Community) for youth, ages 12-18. Lead and teach in this program, as needed, while also making space and empowering new leaders to emerge.
- Develop a Christian formation calendar and associated materials for promotion of events throughout the year.
- Develop and implement schedule of lessons in partnership with team of leaders, including participating in regular meetings with teachers and volunteers. Fill in as teacher when needed in Christian formation classes.
- Oversee the use of the budget and funds needed to support a culture of life-long Christian formation, in partnership with the Rector and Vestry.
- Coordinate acquisition and maintenance of Church formation curriculum, teaching materials and supplies.
- Coordinate the maintenance of worship activity bags and children's shelves in the Foyer.
- Recruit and coordinate leaders for special events of the Church year, including Christmas Pageant, Easter Egg Hunt, etc.
- Recruit and coordinate nursery providers for Sunday mornings and special events, in consultation with the Rector.
- Coordinate and track Safe Church Training for volunteers.

Work Schedule

An average of 12-15 hours per week. Regular work schedule includes an active presence at St. Mary of the Hills on Sunday mornings during worship and Christian Formation times (8:00am-12:00pm) and at other times on Sunday and throughout the week, negotiable with the Rector.

Compensation

Negotiable, based on experience and qualifications.

Qualifications

Follower of Jesus, committed to the spiritual development of children, youth, and adults, at every age and stage of life, and familiar with or active in the Episcopal tradition

Bachelor's Degree, or higher (preferred)

Experience with Godly Play, or other Montessori-based curriculum. (preferred)

Experience in working with and managing team(s) of volunteers.

Satisfactory completion of background check.

Satisfactory completion of Safeguarding God's Children training – made available online at time of hire through the Episcopal Diocese of Western North Carolina.

Apply Today

For more information or to apply, please contact the Reverend Andrew J. Hege, Rector (rector@stmaryofthehills.org or P.O. Box 14, Blowing Rock, NC 28605). Those interested in applying should include a Letter of Interest and a Resume (including references) to one of the addresses above.