

JOB DESCRIPTION

The Christian Formation Coordinator plays a major role in the faith development of children, adolescents and adults, both as a leader and as an example. Responsible for all activities related to our Christian Formation program from pre-K through adult programs, with a focus on youth. Grounded in God's Word, we foster a loving environment through worship, instruction, service and friendship, which prepares our parishioners to be faithful followers of Christ.

Qualifications:

- Experience in teaching the Christian faith
- Adept at administration skills and an understanding of child development
- Computer skills – knowledge of or ability to learn how to update databases and websites, post information, use email and contact lists, Microsoft Word, Facebook, Instagram
- Strong written and verbal communication skills
- Degree in Christian Education or background in a relevant field of study preferred
- Spiritual maturity including a commitment to practicing the faith
- Safe Church Training required, or ability to take training within 30 days of hire

Knowledge, Skills and Abilities:

- Adventurous and adept at planning, preparing and executing programs in a timely fashion
- Seeks collaboration and accepts direction and suggestions from the ministry team
- A gift for building relationships with young and old alike and generating new ideas and programs to enhance and grow the ministry offerings, including service and outreach
- A true calling and a passion for working with intergenerational parishioners and ministry team members
- Friendly and enthusiastic, with a creative team approach while working with children, youth, families

Duties and Responsibilities:

General Duties

1. Assist ministry team in researching and understanding current, creative Christian formation curriculum and Christian Education activities for formation.
2. Invite, encourage, and coordinate Faith Guides and classroom helpers; provide information and training as necessary.
3. Coordinate lesson plans and procure necessary materials; maintain supply inventory.
4. Coordinate announcements, emails, website and Facebook updates, monthly newsletter articles and the Sunday bulletin as needed.
5. Have input on annual formation budget and monitor/reconcile expenses as needed.
6. Plan, design and prepare bulletin boards dedicated to faith formation.

7. Coordinate nursery attendant recruitment, training and scheduling.
8. Assist with or lead other events and duties as determined.

Parish Events

9. Envision, coordinate and implement parish activities and events such as Rally Day, pumpkin carving, Christmas Around the World crafts and food, the Christmas Eve pageant, the Easter brunch, and other activities that invite, connect and unite our parish.
10. Schedule and lead or find volunteer leaders for events.
11. Ensure that supplies, activities and curriculum for events are in place.
12. Encourage youth to participate in leadership roles in worship.
13. Partner and connect with the wider Episcopal community both in Duluth and state-wide, to generate activities to support and connect the wider church circle.

Vacation Bible School (VBS) - possible duties for 2023 and beyond

14. Envision an effective VBS that meets the needs of our parish and neighborhood.
15. Procure a VBS curriculum inviting to all.
16. Encourage enrollment of students and recruit helpers.
17. Coordinate VBS schedule, its leaders and helpers; train adult and youth volunteers.
18. Schedule and Promote VBS throughout the parish, the neighborhood and beyond.
19. Arrange rooms and space and order supplies.

RECRUITMENT AD

St. Paul's Episcopal Church

Christian Formation Coordinator

Part-time, 20 hours/week, including Sundays and Wednesday evenings

Compensation commensurate with experience

Do you have a passion for serving children and families in the Christian faith? Do you have a solid relationship with Jesus Christ through faithful study, prayer and worship? Are you able to transfer that passion and faith to nurture faith formation? If the answer is yes, read on for an exciting opportunity!

St. Paul's Episcopal Church - 150 years strong, open and inviting, and evolving and reimagining – lives our mission to be a place for everyone, a ministry for everyone. We believe that all people are create in the image of God; that God's radically **inclusive love** excludes no one. Raised in another denomination? Never been in a church? Cradle Episcopalian? Still challenging, questioning and learning? All find a home here; we welcome everyone as we walk our faith journey together.

As we search for a new Rector and envision our faith formation programs in the coming years, we are seeking a **Christian Formation Coordinator** to guide and lead our education and formation activities. We seek a creative, enthusiastic, organized, strong leader who is self-motivated and appreciates the collaborative spirit of serving with a dedicated ministry team, and open to challenging the status quo. Grounded in God's Word, we foster a loving environment through worship, instruction and friendship, which prepares our congregation to be faithful followers of Christ.

If selected for this position, you will be research, select and implement current, creative and age-appropriate curriculum; assist with the development of lesson plans; recruit and select Faith Guides; order and maintain supplies; and coordinate announcements, updates and information to the entire parish. Our ideal candidate is familiar with or willing to learn the Episcopal Church doctrine/discipline as well as current Christian education trends and practices for the Church in the twenty-first century.

Is this the right fit for you? If so, please submit your resume to:

St. Paul's Episcopal Church

Attn. Senior Warden

1710 E. Superior Street

Duluth, MN 55812

srwarden@stpaulsduluth.org