



Director of Christian Formation

St. Mark's Episcopal Church; Austin, TX

Reports to: Rector

FLSA Status: Exempt (salaried)

The Director of Christian Formation, in cooperation with the Rector, is responsible for overseeing the Christian formation of all members of the church from crawling babies through graduating high school seniors. They assist the Rector as available with Adult education. They will oversee and implement programs and individual events designed to help children and youth grow in faith and to foster a community where they may nurture and support one another. These include Sunday morning formational programs for all ages, a weekly Sunday-afternoon youth group (grades 6-12), and occasional special events. They supervise a team of volunteers. They are regularly visible in Sunday worship and at the parish Day School. They commit to pray regularly for the parishioners of St. Mark's. The following is a broad outline of the DCF's duties, but is not exhaustive. They will fulfill other duties as assigned by the Rector.

A note on culture: St. Mark's seeks to be a collaborative work environment. Though staff are divided up into areas of individual responsibility, we understand ourselves as members of a team whose strengths and interests can often be of value to areas not designated as our responsibility. Therefore, it is the expectation that each staff member be willing and available to contribute to the whole conversation of life at St. Mark's. We seek to create a space of collaboration and mutual support, where caring personally and challenging directly are not seen as antithetical, but rather as both essential ingredients to a flourishing team.

Formation for Ages 0 – 3

The DRF supervises and schedules the nursery staff which offers care during Sunday morning services and other special events to babies who crawl through 3-year old's. They hire additional nursery staff when needed, making sure that all are in compliance with Safeguarding standards of the Diocese of Texas. They manage and terminate nursery staff as necessary, in consultation with the Rector.

Formation for Ages 3 – 12

Children's Chapel

The DCF is the team leader for all things Children's Chapel at both the 9:00 and 11:00 services. (Children are dismissed after the Collect of the Day and welcomed back during the Offertory.) They supervise and schedule a team of Children's Chapel volunteers, including Godly Play Storytellers & Doorkeepers. They create and maintain a schedule for Godly Play stories so to stay in rhythm with the liturgical cycle. They maintain Children's Chapel supplies with utmost care.

They recruit and train new volunteers as needed. If they haven't already obtained training in Godly Play themselves, it is expected that they will take Storyteller training as soon as possible, and participate within our Rota. They will mentor and encourage our children's ministry volunteers. With consultation from the Rector, they will adjust and develop new curriculum as needed.

Day School Chapel

St. Mark's Day School holds chapel twice per week, and the APC, with the Rector, is responsible for planning and leading that chapel service. The APC is committed to being a known entity in the lives of our Day School children and parents. The APC is available to teach Godly Play within the Day School curriculum beginning in August 2019.

Sunday School

The DCF is also the team leader for all things youth and children during the Sunday School hour (10:00 – 10:50 am). This is an area of programming we hope the DCF will grow. They will maintain the current Family Taco hour, ensuring that an adequate number of volunteers are scheduled and managed. They will recruit new leaders to assist as program grows.

Special Events

The DCF is the lead on seasonal special events for children throughout the year, including but not limited to: Christmas Pageant, Easter Egg Hunt, Advent Wreath-Making, Graduation Sunday, Preschool Sunday, Vacation Bible School, etc.

Formation for Ages 12 - 18

Youth Group

The DCF leads a regular youth group meeting for 6th graders – 12th graders on Sunday afternoons. They plan each semester in advance so that programming includes a mix of formation, fun, and mission. They coordinate with the Director of Music to integrate Youth Choir into the regular youth group schedule. They seek to create a space where Christian friendships can be formed among the youth of St. Mark's. They pray for and with the students regularly. They open the Bible with the students regularly. They are a trusted and trusting mentor for our students.

Confirmation Prep

In cooperation with the Rector, the DCF plans and implements a Confirmation prep course at least once per year for students 9th grade and older to be offered typically on Sunday mornings but occasionally at other times as needed.

Retreats, Summer Trips, etc.

The DCF is expected to facilitate and lead two overnight retreats each year with the Youth Group, and are also expected to organize one week-long Youth Group trip each summer, rotating these annually between mission trips (such as Missionpalooza), adventure trips, and pilgrimage trips.

Formation for Ages 19 & up

The DCF helps the Rector plan Adult Formation for the year, and occasionally teaches an adult formation course themselves. They help the Rector implement a coherent and comprehensive plan for the catechesis of all members of St. Mark's. They actively look for opportunities to organize intergenerational activities in the parish.

Administrative

The DCF is responsible for formulating and administering several budget lines. They are expected to attend and prepare for regular staff meetings. They will write regular newsletter articles. They will maintain regular and excellent communication with youth and parents about upcoming opportunities and events. They will communicate to the wider parish things of importance within children's and youth ministry. They will cooperate with the staff of the Day School so that appropriate and compelling church events are well advertised to Day School parents.

Safeguarding

The DCF is responsible for maintaining St. Mark's compliance with Safeguarding standards as expected by the Episcopal Diocese of Texas. If they have not already received training to become a trained facilitator of our Diocesan Safeguarding courses, they are expected to do so as soon as possible. They coordinate with the Day School to ensure that regular Safeguarding courses are offered as needed throughout the parish. They lead those sessions as needed. They maintain Safeguarding records.

Worship

The DCF encourages the young people of St. Mark's to be regular attenders of Sunday worship, and better, to be regular leaders in worship by serving as acolytes, lectors, and members of the Youth Choir and Choristers. They work to make sure a Rota of youth leadership in worship is planned in advance and includes a regular rotation of students.

Benefits

- Medical benefits available
- Three weeks paid time off
- Sick days as needed
- Up to one week time off for continuing education as approved by the Rector

Application

Interested applicants should send a resume and cover letter to Zac Koons at zac@stmarksaustin.org by Jan 31st.