

## POSITION DESCRIPTION

### DIRECTOR OF FORMATION MINISTRIES FOR CHILDREN & YOUTH

**POSITION DESCRIPTION:** The Director of Formation Ministries is responsible for the Christian Education and Formation of the Children and Youth at St. Matthias' Episcopal Church. The position reports to the Rector. The Director of Children and Youth Formation will create, acquire, and execute Children and Youth educational programs which include the Sunday School curriculum for ages 3-18, grades Pre-K-12. The Director will also create, acquire, and execute programs which include the Youth group program, events for younger children grades K-5, and participation in events outside of St Matthias such as Camp Chanco, mission trips, retreats, nursing home visits, lock-ins, and the bi-annual mission trip.

Children and Youth Formation at St Matthias is called upon to nurture and serve the children and families in the community in a loving safe environment in which they may grow in their spiritual walk with God. The Children and Youth Ministry's focus is on growth in their knowledge of the Lord and fellowship of parish children and their participation in parish life. It is also called to nurture and serve the children and youth and their families in the community in a loving safe environment in which they may grow in their spiritual walk with God.

This is a three quarter-time position, maintaining office hours 30 hours per work week, Sunday through Thursday from 9AM through 6 PM as a general standard, with flexibility. This is an exempt position.

**DUTIES AND RESPONSIBILITIES:** The responsibilities of the Director include oversight for:

- All children's and youth educational programs for Nursery, pre-K, grades K-12:
  - Coordination and execution of curriculum for Sunday mornings as well as group and other special events
  - Development and execution of Vacation Bible School
- Encouraging volunteers to help with the Sunday School and other programs. Participation in staff and other meetings as necessary.
- Regular communication with Rector including quarterly review of ongoing programming and curriculum.
- Interdisciplinary teamwork with other members of the staff
- Regular attendance at church services on Sundays

- Communication with congregation through eNews and bulletins
- Development and oversight of Christian education programs and projects that are consistent with the teaching and tradition of the Episcopal Church and of the Anglican Communion.

QUALIFICATIONS:

- Commitment to Jesus Christ.
- Background and experience in Education Ministry, bachelor's degree preferred.
- Preference given to familiarity with: Nursery and Children's Liturgy; Sunday School, Youth and Young Adults curricula.
- Understanding that formal spiritual education enhances Christian Formation.
- Effective verbal and written communication.
- Working knowledge of teaching skills.
- Working knowledge and experience with all aspects of computer programs necessary for the fulfillment of the position.
- Passes all background checks necessary for the position.
- Must have completed Safe Church Training.

To express interest in the position, please contact Rev. Brenda Overfield directly at the St. Matthias Office, 804.464.1842 ext. 101 or email [bsoverfield@stmatmidlo.com](mailto:bsoverfield@stmatmidlo.com).

See more about St. Matthias' Episcopal Church on their website at [www.stmatmidlo.com](http://www.stmatmidlo.com).