

Director of Formation – St. Mary’s Parish, Dousman

Position Description:

The Director of Formation, under the oversight of the Parish Rector will be responsible for the implementation of the parish’s formation program. This is a part-time position with the number of hours dependent on the needs of the parish.

The overall goal of the position is to bring parishioners into a deeper understanding of God. This is accomplished by the development of a variety programs that will be presented during the year to all members of the parish. These programs will be offered for all age groups of our community.

The Director is not required to lead these programs, rather to act as a resource to parish leaders who have volunteered to do so. This does not preclude the Director, on occasion, from leading programs. The Director is responsible for the promotion and communication of the programs within the Parish.

General:

The position is for ten hours per week ten months of the year. Time off will be mid-June through mid-August. There is recognition that some weeks will not require ten hours and other weeks may require a few more hours. This will be discussed and approved by the Rector on an on-going basis.

Responsibilities: Assist the Rector with Christian Formation ministry for people of all ages.

- Supervise and train and equip leaders of Children’s Liturgy of the Word (CLW) and make parents with CLW-aged kids (first through fifth grade) aware of this ministry
- Supervise, train and equip Sunday school leaders, including curriculum development, planning, and reaching out to parents with Sunday school –aged children to make them aware of what’s available.
- Support and assist the Youth Group leaders(s), offering to help with lesson planning, scheduled, publicity and other ways that leaders may need assistance
- Support the Parish Retreat Team with their efforts to offer inter-generational formation activities for parishioners. Assistance with planning, implementation and publicity.
- Supervise and train and equip leaders of adult formation, offering them ideas, resources and occasional teaching of classes.
- Assist the Rector with the planning and implementation of special events geared to seasonal observances such as Advent activities, Lenten programming and other special events or offerings.
- Assist in planning retreats at retreat centers, helping to secure a facilitator, determine focus or theme, and publicizing the event.
- Review and maintain parish library
- Be sure that formation events are posted on the parish website
- Continue to seek creative ways to engage the People of God in learning, reflection and growth in faith
- Be an occasional presence on Sunday morning, when the bulk of the parishioners are present, in order to be present to them, establish connections and build relationships.
- Ensure that all involved in ministries with minors have received the necessary “Safeguarding God’s Children” training

- Attend quarterly vestry meetings
- Be aware of and work within the Formation budget of the parish
- Prepares for and submits publicity material, invitations to events, and other ways of letting the parish know about formation opportunities