

**St. Mary of the Hills Episcopal Church  
Blowing Rock, North Carolina**

**Christian Formation Coordinator  
Position Description**

**Principal Function**

The Christian Formation Coordinator Ministry 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, alongside staff and lay leaders, and includes the supervision and scheduling of other staff members and volunteers

**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 children and youth.
- 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, 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.
- Collaborate on events with neighboring congregations, including Vacation Bible School (VBS).
- 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, alongside the Director of Administration & Finance.

## **Work Schedule**

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.

## **Qualifications**

- Follower of Jesus, committed to the spiritual journey in the Episcopal tradition
- An active life of prayer and seeking growth
- Love of people of all ages, a desire to work with children, youth, and adults
- Desire to work with people of diverse backgrounds and perspectives
- Experience in working with and managing team(s) of volunteers.
- Ability to take appropriate initiative, juggle multiple priorities, and make decisions under deadlines
- Attention to detail in all matters
- Bachelor's Degree, or higher (preferred)
- Experience with Godly Play, or other Montessori-based curriculum. (preferred)
- Strong oral, written, verbal and interpersonal communication
- Knowledge of Microsoft Office suite (Word, Excel, Publisher)
- 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.

For more information or to apply, contact Fr. Andrew Hege, Rector ([rector@stmaryofthehills.org](mailto:rector@stmaryofthehills.org)).  
Applications should include a cover letter and resumé with references.