



DIRECTOR OF FAMILY FAITH FORMATION
Christ the King Episcopal Church
Santa Rosa Beach, Florida

POSITION DESCRIPTION
(Full-time)

Overview: The Director of Family Faith Formation (DF³) oversees the programs of discipleship designed to help children and youth embrace a lifelong commitment of knowing and loving Christ. The responsibilities of this role center on nurturing and inspiring young people and their families, supporting and empowering fellow leaders, and utilizing sustainable approaches in the planning and execution of ministry.

Responsibilities:

There is the hope and expectation that the Director of Family Faith Formation will be an in-the-trenches, collaborative team leader, serving alongside other teammates and volunteers and engaging with children and youth. A hands-on minister who also builds and empowers volunteers. For ministry offerings to be trustworthy, safe, and longstanding, Christ the King believes consistency in delivery through thoughtful planning, intentional preparation, clear communication, and team-based connection is imperative. That is why the DF³ will be the primary person responsible for. . .

LEADERSHIP AND ADMINISTRATION

- Recruiting, training, coordinating, and supporting teams of volunteer leaders for all ministry spanning birth through high school graduates.
- Crafting all communication for the ministry, employing a strategy which utilizes the best medium for each stakeholder audience. (*Stakeholder groups include: children, youth, parents/guardians, volunteer leaders, church staff, larger church family, and the community.*)
- Organizing the infrastructure for each ministry life stage, ordering paperwork, guiding processes, and implementing systems where volunteer leaders are equipped with the support, knowledge, and supplies they need to do what they have volunteered to do.
- Managing child protection policies, researching and updating best practices annually, educating families and the church community, training leaders and staff, and ensuring compliance with local, state, federal, and diocesan mandates.
- Stewarding the budget and financial obligations of the ministry.
- Serving as the primary supervisor for nursery staff.

VISION AND CREATIVE PROGRAMMING

- Constructing the planning of weekly programming* for each life stage of oversight.

- Mapping out the overarching scope and sequence of the discipleship pathway, from birth through high school graduation.
- Collaborating with the rest of staff to plan the celebrations of strategic milestones**.
- Developing a calendar of momentum that incorporates annual faith-strengthening experiences* for each life stage outside regular weekly programming.
- With the Rector, providing annual training and resourcing opportunities to volunteers and parents, specific to both children and adolescent life stages (*e.g., engaging children / youth with the Bible; child development; teaching techniques; issues in children/youth culture.*)

BUILDING RELATIONSHIPS AND BRIDGES

- Serving in an upfront, visible role in both children's and youth settings regularly.
- Guiding operational oversight of ministry with children (birth-5th grades) focusing on equipping parents and investing in teammates who invest in the children.
- Holding direct leadership of ministry designed for students (6th-12th grades), providing resources for parents, and being one of several mentors who work directly with youth.
(*The Rector will commit time to serving with this life stage as an assist to the DF³ while the nursery-5th grade ministry is finding its steady footing.*)
- Communicating with the families of The Tree House Episcopal Day School, creating pathways for families to connect with and participate in Christ the King opportunities.

SPIRITUAL NURTURING AND CARE

- In partnership with the Rector, serving as a mentor and counselor for children, youth, and their families and maintaining an accessible referral list of professional counselors.
- Engaging questions or doubts of youth while offering direction & affirmation of the faith.
- Creating fellowship opportunities for volunteer leaders to connect with one another and strengthening ministry teams.
- Developing educational and faith strengthening opportunities for parents.

Additional Expectations:

The overarching expectation is that the DF³ will be known amongst children, youth, and parish families, as well as by other stakeholders and teammates. Therefore, s/he will . . .

- Attend weekly worship services at Christ the King.
- Be present in the community and at events important to children, youth, and families.
- Meet monthly with the Rector.
- Participate in staff meetings.
- Hold consistent office hours each week, inclusive of times that are accessible to colleagues and the church.
- Invite and engage other leaders, forming supportive teams, so as not to be the sole holder of all ministry knowledge nor the lone leader responsible for carrying out the work of the ministry.

Time Commitment: on average, 40 hours per week including Sundays, with encouragement to honor one day each week for Sabbath. (*When being present at seasonal events or discipleship*

experiences that take place outside of weekly programming - such as camps or retreats - hours can be adjusted accordingly during these times. The DF³ will work with the Rector around this.)

Compensation: Salary commensurate with experience and education. Benefits include health insurance, paid vacation time, and available continuing education funds.

Resources and Training Provided: Funds for continued professional development in the form of, for example, conference learning opportunities.

Preferred Skills, Talents, and Qualifications: Bachelor's degree preferred (*preference given to persons with M.A., STM, or M.Div. or Bachelor's degree in related field like education, Biblical studies, religion, etc.*) experience leading ministries towards sustainability, team equipping, delegation, organization, communication, strong work ethic, relatable across generations, familiarity with child and adolescent development, passion for faith formation, an understanding of the Episcopal tradition.

Ideal Start Date: Summer, 2020

Created: January 2020

***PROGRAMMING AND EVENTS**

LIFE STAGE: Children's (birth-5th grades)

Sunday Morning Programming

- Nursery Care
- Sunday School
- Children's Chapel
- Snack N' Play

Annual Events

- August: Blessing of the Backpacks
- September: Parents' Night Out
- October: Trunk or Treat
- November: Etiquette Tea Party
- December: Christmas Pageant
- February: Daddy-Daughter Date Night
- March: Parents' Night Out
- April: Easter Egg Hunt
- June: Vacation Bible School

LIFE STAGE: Youth (6th-12th grades)

Weekly Programming

- Middle School Bible Study (1st and 3rd Sunday evenings)

Annual Events:

- August: Worship on the Water (Camp Beckwith)
- September; Baylights at Beckwith
- December: Winter Woods (Camp Beckwith)
- February: Happening
- June: High School Camp (Camp Beckwith)
- July: Episcopal Youth Event (EYE)
- July: Diocesan Youth Mission Trip

LIFE STAGE: Families

Annual Events:

- September Rally Day
- October Trunk or Treat
- January Epiphany Event
- March Potluck and Bingo
- May Family Serve Day at CVHN Smile Mile Race
- June Pentecost Family Birthday Event

****STRATEGIC MILESTONES**

Age	Milestone
Nursery Age	Baptism
Kindergarten	Entering School
2nd Grade	Festal Communion
3rd Grade	3rd Grade Bibles
4th Grade	Acolyte
6th Grade	Enter Youth Ministry/Altar Guild
8th Grade	1st Pledge Card - Time, Talents, Treasure Milestone
16 (10th Grade)	Confirmation
12th Grade	Graduation