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StMarksIrving.org

Lay Minister for Christian Formation

Position Description: The person serving as Lay Minister for Christian Formation will oversee the ministry to the children and youth of St. Mark's Episcopal Church and our surrounding community in a manner that is consistent with the vision and mission of the church.

Accountable to: Rector (and through the Rector, to the Vestry)

Direct Reports: Volunteers for Christian Education and Youth Ministry; Ministry Interns (if applicable at some point in the future)

Qualifications and Experience: The person serving in this position should bring:

- A commitment of faith in Christ, a passionate desire to serve Him, and a sense of His calling to ministry with children and youth in and through the local church.
- Preferably a degree in Youth Ministry or Christian Ministries from an accredited university or college and/or prior youth ministry experience.
- A reasonable understanding of the Bible and theology appropriate to ministry with students and personal beliefs that are in agreement with the key theological positions of The Episcopal Church.
- Information on the theological positions of The Episcopal Church may be found in our denomination's constitution available at www.episcopalchurch.org and the Book of Common Prayer.
- A cooperative attitude, a kind and helpful spirit, and a strong work ethic viewing the position as a ministry as much as a job.
- Strong communication skills both verbal and written.
- The ability to recruit, mentor and motivate leaders (both adults and students).
- Honesty, integrity, and courtesy.
- A faithful commitment to maintain confidentiality where necessary.
- A strong desire to encourage biblical truth in teaching and in the lives of students.
- Strong organizational and leadership skills with attention to detail.
- Flexibility to adapt to changes in work responsibilities as the church's ministry and vision develops.

Responsibilities:

- Pray faithfully for children, youth, and their leadership.
- Establish and execute a strategy for outreach to and discipleship of children and youth that integrates with and contributes to the overall vision and strategy of our church.
- Initiate, direct and supervise all aspects of children and youth ministry to accomplish this strategy, regularly and intentionally communicating ministry objectives and strategies, and their functional implementation to volunteers and the Rector.
- Recruit, mentor and motivate adult volunteer leaders, and cultivate this team to execute the ministry strategy, by meeting together regularly and by providing appropriate training for their roles.
- Teach regularly in children and youth ministry and mentor members of the leadership team as teachers in the ministry.
- Model relational ministry by investing in personal contact with students (visits to students when hospitalized or having surgery, calls, notes, social media interaction, crisis intervention, presence at school lunchtimes and extracurricular activities, etc.), and equip and motivate volunteer leadership staff to do the same.
- Communicate regularly with volunteer leaders, students and parents, providing information about current/upcoming events, plans and ministry needs.
- Lead our students in involvement with the Diocese of Dallas youth programs, and provide support and encouragement to students and volunteer leaders who are involved with significant learning opportunities like Bible studies.
- Participate in staff meetings and work cooperatively with other church staff members and ministry leaders to help the church accomplish her calling. This would include assisting the Rector and staff with the ministries of the church according to giftedness (e.g., occasional preaching if so gifted, covering emergency pastoral care matters, etc.)
- Meet consistently with the Rector to maintain clear communication, track progress and address ministry needs.
- Carry out ministry in a manner that represents the church with professionalism and courtesy and prescribes to a biblical understanding of appropriate personal and professional conduct by self and family members as outlined in The Episcopal Church's *Safe Church* program.
- Utilize annual evaluation process to determine opportunities for improvement.
- Prepare professionally for growth in ministry through approved continuing education, reading and research.

Time & Compensation: This is a part-time, salaried position.

This job description is not intended to include every detail related to this position, but rather a general description of the main responsibilities. St. Mark's Episcopal Church reserves the right to change and revise job descriptions as the need arises.

Mission

St. Mark's is a community in Christ in the Episcopal / Anglican tradition committed to growing disciples of Jesus Christ through the disciplines of prayer, study, and action.

Rector's Signature: _____ Date: _____

Youth Minister's Signature: _____ Date: _____

Sr. Warden's Signature: _____ Date: _____