



CHURCH *of the*  
INCARNATION

**Job Title:** Incarnation Fellows Director

**Reports to:** Vicar

**Category:** Full Time + Benefits

**Location:** Dallas, Tx

**BACKGROUND:**

Church of the Incarnation is a resource size parish located just north of downtown Dallas committed to worshipping God in the Great Tradition of the Church, growing in faith, serving the poor, and developing leaders for the renewal of the church locally and around the world.

Incarnation's worship life consists of 6 Sunday services (4 traditional, 2 contemporary), 6 weekday communion services, and daily morning & evening prayer as well as holiday services (parish average Sunday attendance before the pandemic: 1329).

**POSITION SUMMARY:**

The Incarnation Fellows Director will be the executive director of the program, called to recruit 12 college students each year (Ideally 6 men and 6 women), work with board to find jobs for fellows, organize the fellows programming, and mentor the fellows in alignment with the theological and spiritual values of Church of the Incarnation.

**FELLOWS MISSION:**

At Incarnation, we believe that God is reconciling all things to himself through Jesus Christ and calling people of every tribe, tongue and nation to follow Him by the power of His Spirit into every aspect of their life and work. The mission of Incarnation Fellows is to offer an intensive year of spiritual formation, vocational discernment, and workforce experience for recent college graduates within the sacramental texture of Christ's church. We want to equip tomorrow's Christian leaders for the marketplace with theological imagination, Christian virtue and earthy wisdom to live under the authority of the Holy Spirit and participate with Christ his comprehensive work of redemption.

**PRIMARY JOB COMPONENTS**

**1. Recruit Fellows:**

- a. The director is the primary recruiter of Fellows. If you cannot sit down with a college student to cast vision and compel them to consider doing a fellows program, this job is not for you.
- b. Build and nurture strategic partnerships with campus ministers at universities that naturally send people to the Dallas marketplace.

**2. Shepherd Fellows:**

- a. The Director is the primary shepherd of the fellows, providing them with relational support, spiritual wisdom, and communal accountability.

- b. This is a highly relational ministry that requires emotional intelligence and pastoral discretion. The director will need to be equipped to engage in healthy forms of conflict resolution and maturely apply the doctrine of God's grace, forgiveness and reconciliation.
  - c. The director will also be responsible for providing clear expectations for the fellows and holding them accountable to those expectations.
- 3. **Find Jobs:**
  - a. The Director is responsible for brokering jobs for each fellow in Dallas between Tuesday-Thursday.
  - b. The director will work closely with the board to network employers and place fellows.
- 4. **Steward relationship with Fellows Leadership Team:**
  - a. The Leadership Team of lay stakeholders will be chaired by the vicar, but the director will work intimately with the team to develop the relationship between the fellows and the church.
  - b. The Leadership Team exists to support the ministry's mission. The director will need to offer vision and clarity for the team's participation in the ministry in such a way that best fits the gifts and context of each member and season.
- 5. **Organize Programing:**
  - a. The director is responsible for organizing a program which yields spiritual formation and earthy wisdom for each fellow. The program may take the shape of the director's preference, but must include Biblical and theological study with clergy, morning and evening prayer, hospitality for fellows, service within the church and city, regular mentoring and various retreats. The programing should be supported by the board and approved by Vicar.
  - b. The director will also be responsible for clarifying the model of community housing.
- 6. **Grow in God's grace:**
  - a. The director is expected to model Christian virtue and grow in the fruit of the Spirit. Concretely, this includes an expectation of the following items
    - i. Weekly worship at Church of the Incarnation
    - ii. Theological accountability to Holy Scripture and the creedal commitments of the church – chiefly the Nicene Creed.
    - iii. Respond humbly to constructive criticism and engage in gentle, but direct forms of conflict resolution with staff, fellows, and lay-members.
    - iv. Uphold the integrity of safe church policies and intend to live a holy life.

***Application Process:***

Interested applicants should submit:

- A cover letter including reasons for interest in directing the Fellows Program and outlining applicable experience
- A current resume

References are not required at the time of application, but will be required prior to hiring.

Application materials and questions about the application process may be submitted electronically to:

Mrs. Marie Walls  
Assistant to the Vicar  
[mwalls@incarnation.org](mailto:mwalls@incarnation.org)

Application materials and questions about the application process may be submitted electronically to:

Father Joe Dewey  
Vicar  
[jdewey@incarnation.org](mailto:jdewey@incarnation.org)