

**CHILDREN'S CHRISTIAN FORMATION DIRECTOR**  
**Saint John's Episcopal Church • 146 1<sup>st</sup> Street**  
**Troy, New York 12180**

Saint John's Episcopal Church is an active, engaged, diverse Christian community in the Anglican tradition located in downtown Troy, New York. Saint John's has a long history of dedication to children's Christian formation. The parish currently has about 20 children ages 3-12, the majority of whom have not returned to Christian Formation since the beginning of the Covid pandemic. The Rector, The Rev. Judith Malioneck, is committed to providing the Catechesis of the Good Shepherd to the parish, is herself trained in this approach, and would love to support a Catechist of the Good Shepherd in establishing a thriving atrium at Saint John's. Saint John's has a beautiful, dedicated space for Christian formation, a completed Level I atrium, all the wooden materials completed for a Level II atrium, and many of the wooden materials completed for Level III. The parish has also sponsored a Level I training in the Catechesis and is open to making additional training available. The Children's Christian Formation Director is provided with a fully equipped office. This is a 20-hour per week position which reports to the Rector.

**JOB SUMMARY:**

The primary responsibility of the Children's Christian Formation Director will be to oversee the Christian formation of children in our parish community ages 3-12. This will be accomplished through completing the atrium environment with the help of volunteers and establishing a flourishing Catechesis of the Good Shepherd program for children 3-12 years of age. Over time, the Director will call the children and families back into the life of the church, following the guidelines of our medical officer, offering the riches of this catechetical approach, while being attentive to opportunities to invite additional children into Christian formation.

A secondary responsibility will be to work with the Christian Formation Committee volunteers to create four or more special children's/family programs per year appropriate for Holy Days and Holy Seasons, such as Advent, Christmas, Lent, and Easter.

**AREAS OF RESPONSIBILITY:**

1. Establish a flourishing Catechesis of the Good Shepherd Program.
2. Direct weekly Christian formation for children pre-K – 6<sup>th</sup> grade, Sunday mornings from 9 a.m. until the Offertory at the 10 a.m. service (around 10:30) with volunteer assistance. Attend the remainder of the service and coffee hour.
3. Coordinate sacramental preparation/day retreats for Holy Communion.
4. Complete the Level II and III atrium environments.
5. Oversee additional catechesis programming for children as it may develop.
6. Hire and oversee nursery staff should the need develop.

7. Attend monthly parish staff meetings.
8. Meet with the Rector weekly or as negotiated.
9. Pursue continued professional and spiritual growth; additional training for the Catechesis of the Good Shepherd will be financially supported by the parish.
10. Additional labor and income may be available through any Catechesis of the Good Shepherd trainings that may be offered at Saint John's.
11. Monitor budgets for programs and document needs for additional funding.
12. Ensure all volunteers have undergone the Safeguarding God's Children Training.
13. Additional duties as assigned by Rector.

#### **QUALIFICATIONS:**

- Be a person with a heart to share Christ with children and with a love of Scripture and the liturgical traditions of the church.
- Catechesis of the Good Shepherd Training Completion Level I required with interest in training through Level III. Those with a strong interest in the Catechesis of the Good Shepherd who have not completed Level I training may be considered; please speak with The Rev. Judith Malioneck for further information.
- Bachelor's degree in any field.
- Long-standing committed and active church membership.
- Experience in ministry with children.
- Ability to work with people from a variety of age groups and backgrounds.
- Ability to organize, prioritize, manage multiple priorities, and work with minimal supervision.
- Excellent communication, collaboration, leadership, and mentoring skills
- Basic computer skills for email, word processing, simple promotional materials, and Zoom meetings.
- Safeguarding God's Children training and background check will be required

#### **SALARY & BENEFITS:**

Salary \$25,000 per year; 46 hours of paid leave per year after one year of service; paid federal holidays (4 hours); after one year, contributions to the Church Pension Fund will be made.

If you are interested in this position, please send a cover letter and your resume to The Rev. Canon Judith Malioneck; Rector, Saint John's Episcopal Church; 146 1<sup>st</sup> Street; Troy, NY 12180; (518)274-5884; [rev.jmalioneck@stjohnstroy.org](mailto:rev.jmalioneck@stjohnstroy.org)

**THANK YOU FOR YOUR INTEREST IN THIS POSITION!**