



DIRECTOR OF CHILDREN'S FORMATION

Christian Education is a key building block for lifelong faith. St. Cuthbert's recognizes the importance of raising our children with knowledge and experience of the stories and traditions of Christianity. We are committed to providing meaningful, relevant, and inspiring Christian Education programs to our children in line with our Parish Mission Statement: "To seek and encourage growth as a Christ-centered Parish Community, empowered by the Holy Spirit, to know God and to make him known."

The Director of Children's Formation is responsible for the spiritual development, faith formation, religious education, catechesis, nurturing, discipleship, and training of St. Cuthbert's children on behalf of the Parish. They are directly responsible to the Rector. They will oversee the Nursery Helpers, Church School Teachers, and the person responsible for setting up and striking down after Church School. In helping the Rector enhance the vision of St. Cuthbert's Junior Church, they are accountable for these 6 key areas:

1. Summer Day Camp Coordination

- a. Plan an annual theme and curriculum for the June/July Children's Day Camp.
- b. Coordinate with Summer interns for the Day Camp Scheduling and logistics.
- c. Recruit and train Camp Counselors in coordination with the Youth Leader.
- d. Recruit and schedule Day Camp volunteers.
- e. Run the Day Camp for five days in the Summer plus the Day Camp Sunday.

2. Discipleship Mentoring

- a. Work at recognizing children who have come of age for Confirmation.
- b. Design catechesis classes for Confirmation in conjunction with the Rector.
- c. Invest in developing a generation of disciples who, in turn, know how to disciple others (friends, family, neighbors).
- d. Disciple and mentor children through a Second Formation Program to be run in consultation with the Rector to meet the needs of Children's Formation at St. Cuthbert's.

3. Leading Others

- a. Recruit and provide training, support, encouragement, and materials to volunteer Church School teachers.
- b. Oversee the implementation of the Church School curriculum.
- c. Monitor children's registration and attendance in Church School classes.
- d. Oversee staffing schedules and needs for the Nursery program and support staff, who directly report to the Director of Children's Formation.
- e. Coordinate the annual Children's Christmas Pageant, ensuring it is staffed and well-resourced.
- f. Coordinate volunteers for the Church School Snack Schedule during Church School sessions.

4. Curriculum Coordination

- a. Provide an effective Church School program that meets the educational needs of children and families.
- b. Order functional and relevant curriculum and teaching materials in time.
- c. Monitor the effectiveness of the chosen curriculum and seek alternatives if necessary.
- d. Pre-set up Church School classes and put away, clean up, and store Church School materials after each service, returning unused materials to the storeroom and keeping the storeroom neat and well organized.

5. Collaboration Coordination

- a. Work with the Children Youth and Families Ministry Committee to determine key measurable outcomes of success/growth.
- b. Meet regularly with the Church School teachers to share concerns, suggestions, ideas, and to plan future activities.
- c. Facilitate Church School involvement in the regular worship of the Parish.
- d. Make the Parish aware of, and respond to, the pastoral needs of families.
- e. Communicate regularly with Parish families about upcoming Church School events.
- f. Provide monthly updates of activities, children's attendance, and Children's Formation needs to the Rector and Parish Council.
- g. Meet bi-weekly with all other Church Office Staff and the Rector for planning purposes.
- h. Meet once a month one-on-one with the Rector for updates, support needs, and direction.
- i. Present an Annual Report to the Annual Vestry.
- j. Coordinate with the Nursery Helpers, Youth Leader, and Rector on graduating children as and when age-appropriate time demands.
- k. Connect Church School children with adult parishioners who can assist as mentors for graduating children.
- l. Design and implement surveys to identify parishioners' needs related to spiritual formation for children and families.

- m. Facilitate communication between all stakeholders that builds unity of purpose across all programs (Nursery, Church School, Youth/UNO, College & Career Bible Study).
- n. Prepare a budget for all Children's Formation in coordination with the Church Treasurer.
- o. Prepare a monthly report for Church Council and present it to Church Council.

6. Spiritual Direction

- a. Enhance and facilitate families' care and involvement in Parish life.
- b. Provide formation materials for families for all Church Holy Days by collating and promoting resources for use at home to support spiritual formation.
- c. Regularly pray for teachers, children, and volunteers.
- d. Support the Rector's vision for spiritual formation and discipleship of children at St Cuthbert.
- e. Work with Church school teachers to create opportunities to mentor and support transitioning children in leadership roles as they live out their faith. Encourage them to deepen their trust in God as they step out of their comfort zone to serve.

Requirements

Qualifications - Required

- Exhibit a love for families and children, with the ability to form strong connections with them.
- A concern to take care of personal spiritual life seriously.
- Willingness to hold confidential certain sensitive information related to the pastoral care of children and their families
- Ability to meet clear, open, honest, and kind communication standards.
- Be comfortable in a fast-paced and progressive environment.
- Demonstrates flexibility in a changing ministry environment.
- Relationally strong: trustworthy, warm, and considerate of the needs of others in ministry.
- Can communicate efficiently, compassionately, and swiftly over email and video call:
 - Excellent grasp (or quick learning) of online editing products such as Google Drive, Canva, Constant Contact, and Zoom
 - Basic MS Office products (Word, Excel, Outlook, Forms)
- Highly organized and self-motivated individual who can stay within required deadlines; task- and detail-oriented; can identify opportunities for improvement.
- Basic online world--competence in leading video calls, setting up online meetings, and crafting online communication

Qualifications – Assets

- Musically inclined (ability to play an instrument)
- Comfortable using social media.

Expectations

- Baptized and confirmed, or a willingness to be baptized and confirmed after securing the position.
- Proficiency in written and spoken English.
- Attend recurring and special events
 - Quarterly planning meetings with volunteer Church School teachers.
 - Sunday Worship (whenever Church School is in session)
 - Life In The Eucharist Formation Classes (once a week when in session)
 - Director of Children's Formation Advisory Ministry Team (a group of volunteer church leaders and parent volunteers) meetings, monthly
 - Staff Meetings (twice monthly)
 - Baptism Workshops for Children & Families (monthly, Sunday nights)
 - Supervisory Meetings (Once a month with the Rector)
 - Church Council Meetings (Once a month)
 - Once a month meeting with the CYFM Committee
- A willingness to be trained and competent in new curricula.
- Submission of a current Police Record check with Vulnerable Sector Check.
- Taking Safe Church Courses provided by the Diocese of New Westminster, which also includes Dismantling Racism Training.
- Have Basic First Aid/CPR Training paid for by St. Cuthbert's.

The position is casual, \$28/hour, 885 annual hours broken down as:

- a. 50hours for **Day Camp**,
- b. 50hours for **Catechism**,
- c. 50hours for **the Second Formation Program**,
- d. 735hours **General** over 49weeks @ 15hrs per week

The Director of Children's Formation is a part-time position for 15 hours/week.