

St. David's Episcopal Church  
138 York St.  
Kennebunk, ME 04043

## **Children's Formation Coordinator**

### *Job Description*

This will be a 12-15 hour/week position from August through May. There will be more work to be done at the start of the year (August and September). Due to the COVID-19 pandemic, we are adjusting and re-imagining children's formation at St. David's. While we have some programming in place, a large part of this work will be dreaming and implementing new ways of connecting with our families and children, both online and off.

It is expected that, at least for the duration of the pandemic, much of the preparatory work for this position, as well as Zoom meetings for worship and formation, can be done from home.

#### Requirements

- Be present via Zoom for PJ Church at 8:30 each Sunday
  - Coordinate video recordings and other input with teachers for this service.
  - With the Rector, help to adjust and adapt this service as needed.
- Assist in redesigning/transitioning from this Zoom model of worship/formation to an in-person format as COVID-19 precautions permit.
- Meet at least bi-weekly for supervision with the Rector, the Rev. Andrew D'Angio White\*
  - Supervision will include conversation on how to implement formation activities and programs, checking in on how things are going, and sharing progress.
- Build and maintain relationships with St. David's families and children\*
- Meet with Advisory group of lay leaders on a regular basis\*
- Ongoing training and participation in diocesan networks
- With the Rector and other leaders, develop and implement children's and intergenerational liturgies and activities for holy days and various occasions.
- Manage and maintain a budget for children's Christian formation
- Communicate with the wider parish about children's formation via weekly e-news as needed, quarterly newsletter, and annual report.

\*These meetings may be more frequent initially.

Compensation will be in accordance with diocesan guidelines for lay employees.

Continuing education funds available.

Please contact the Rev. Andrew D'Angio White, rector, at [frandrew@stdavidskennebunk.org](mailto:frandrew@stdavidskennebunk.org) with a cover letter, resume, and names of at least two references to apply.