



# Grace & Holy Trinity Church

*an Episcopal parish on Monroe Park*

## **Staff Job Description**

### **DIRECTOR OF FORMATION**

Written/Revised: 10/22/2024

#### **Church Overview**

Grace & Holy Trinity Church is uniquely positioned in the heart of downtown Richmond and directly bordering Virginia Commonwealth University (VCU). A strong music ministry and an abiding commitment to service and outreach have long been hallmarks of the church. Children, youth, and families are key participants in the life of the church, woven into worship, music, service, and parish life. The formation programs offered include many meaningful traditions and provide a foundation for learning and growth while also seeking new and innovative direction. Grace & Holy Trinity just celebrated their 100th anniversary, called their new Priest in Charge Rev. Brent Melton in July 2024, and are poised for the future.

#### **Position Overview**

The Director of Formation serves 32 hours a week to assist the children, youth, and families of Grace & Holy Trinity Church to live into the mission of “seeking to foster an affirming, Christ-centered connection with the diverse community that downtown Richmond offers. The Director shepherds formation opportunities for young people and their families, ensuring that all logistics related to the effective functioning of the ministry are well-managed and consistently foster a Christ-centered community of love. Grace & Holy Trinity is in the midst of an exciting visioning process with Ministry Architects focusing on the sustainability and success of both children’s and youth ministries; the Director of Formation will have an integral role in the implementation and renovation process alongside volunteers, parents, children, youth, and other staff.

#### **Key Responsibilities**

##### *Leadership and Vision*

- Serve as the primary guide for the mission and values of formation at Grace & Holy Trinity.
- Shepherd the congregation through pursuing the goals of Grace & Holy Trinity’s programs for children and youth.
- Establish an inclusive, safe, and welcoming environment for all people.
- Recruit, train, and empower Sunday school teachers and other volunteer leaders for ministry with children and youth.
- Build personal and pastoral relationships with children, youth, and their families.
- Advocate for children, youth, and their families and cultivate their integration into the life and ministry of the parish.
- Foster intergenerational relationships within the congregation.

##### *Program Management*

- Provide appropriate and engaging curriculum, content, and materials for formation opportunities.
- Align formation sequence with desired outcomes, including regularly assessing and evaluating programming and curriculum alongside children and youth ministry councils.

- Establish and implement the necessary staffing (volunteer and paid) model needed to support formation programming.
- Create and manage a formation program calendar reflecting opportunities that reach different audiences.
- Collaborate with clergy to design and schedule multi-generational formation opportunities several times a year.
- Organize and manage implementation of varying liturgical events including Christmas Pageant, children and youth Sunday (3x/year), and children/youth components of the Palm Sunday and Easter liturgies.
- Organize and manage the implementation of formation-related parish life events, including Advent wreath making, Easter egg hunt, May Day celebration, Grace & Holy Ween, and Parents' Night Out (6x/year).
- Collaborate with volunteers to organize and host "Sunday Fundays."
- Collaborate with clergy to design and implement children, youth, and multi-generational service projects several times a year.

#### *Administration*

- Be a regularly present and engaged participant in the full life of the church.
- Collaborate with staff and clergy on church-wide projects and visioning.
- Hire and manage nursery staff, including scheduling.
- Partner with music ministry leaders to support music opportunities for children and youth.
- Collaborate with the communications team to promote all formation opportunities.
- Ensure all staff and volunteers are up to date on Safe Church training requirements.
- Ensure adherence to all Safe Church protocols at formation events and programs.
- Manage the formation budget.
- Other duties as assigned.

#### **Qualifications**

- Deep personal faith supported by intentional spiritual practices
- Ability to articulate faith story and experience with a variety of audiences
- Three or more years of experience in ministry, education, or a translatable field
- Ability to connect with young people
- Strong relational and communication skills
- Experience with managing events
- Passion for innovation and creativity
- Bachelor's degree (required)

#### **Reporting Relationships + Work Balance**

The Director of Formation reports to the Rector (Priest in Charge). The Director of Formation oversees nursery workers and any paid Sunday School teachers. The 32-hour work week includes Sundays and occasional evening or other weekend engagements. Regular office hours are to be agreed upon by the Director and the Rector (Priest in Charge). One day of remote work per week is available, provided the Director maintains flexibility for programming needs.

#### **Compensation**

The anticipated salary range is \$50,000-55,000. Benefits include professional development stipend; FICA; pension contribution; health insurance; vacation and PTO; and paid family leave. Grace & Holy Trinity is also open to ordained or ordination track candidates.