

FORMATION MINISTER
St. Paul's Episcopal Church, Smithfield, NC

The Minister of Congregational Formation is a new part time position for the advancement of our mission to “to know Christ and make Christ known,” through resourcing and overseeing St. Paul’s efforts to educate and enrich the Spiritual lives of all parishioners.

We are seeking a self-motivated, relational, and collaborative team player who not only has the ability to plan and teach, but who also has a core desire for people to learn about their faith.

As St. Paul’s presently has a small team of staff, flexibility, mutual respect, positive engagement (with fellow staff and parishioners), and giving/receiving constructive feedback will be a tremendous help for any interested candidate.

DESIRED QUALIFICATIONS:

- University level degree (ideally in Theology) desired
- Proficiency in Microsoft Suite (Outlook and Word, Excel).
- Some familiarity with online meetings and live-streaming.

DUTIES:

This is a new position at St. Paul’s; therefore, the duties listed below are subject to change as existing ministries and new initiatives are started, changed, or stopped.

Duties specific to regular Sundays

- Prior to services, ensure all Sunday School meetings are set up and volunteers have what they need to run classes.
- Be prepared to step into a volunteer role in emergency situations – unless scheduled to preach or assist in worship.
- Preaching 6 times a year.

Duties specific to regular weekdays

- Assist in the scheduling and implementation of program year weekly Sunday School and Children's Chapel.
- Assist in the scheduling and implementation of an adult Bible Study/Formation weekday group.
- Periodically lead Wednesday Bible Study group.

Monthly, yearly, or infrequent duties

- Oversee and assist in the scheduling and implementation of Sunday School Classes and Series.
- Assist in the planning and oversight of the 5-week Lent Soup Supper series.

Administrative duties

- Meet regularly with the Rector to calendar upcoming events and brainstorm new ideas for both the medium to long term.
- In conjunction with the Office Manager, ensure any volunteers assisting with programs are up to date with Diocesan 'Safe Church' training and background checks (if applicable).
- In partnership with staff members and volunteers, gather and post material to the church's social media sites and for the Parish Weekly Blast and Monthly Newsletter.
- Develop materials such as Lesson Plans (in case of absence), as well as brochures or handouts that will assist in the promotion and advancement of formation and Christian education at St. Paul's.

HOURS AND LEAVE:

- The Formation Minister position is to include 20 hours a week. In which all assigned duties are to be accomplished in a timely manner (either in office or at home).
- The Formation Minister receives all National holidays off with paid leave, plus Easter Monday, Thanksgiving Friday, and New Year's Eve.
- The Formation Minister receives one week (consisting of 1 set of 20 working hours) in paid vacation a year.

COMPENSATION:

- The salary for this role will be between \$25,000 and \$28,000.
- Payroll is normally the 15th and the 30th of each month.
- St. Paul's Episcopal Church will follow all Lay Employee benefit requirements as instituted and required by the Constitutions and Canons of the Episcopal Church. Which are to include Life Insurance.