

**Associate Rector for Christian Formation**  
**Overview of Ministry Description**  
**St. Mark's Episcopal Church, Jacksonville Florida**

The Associate Rector for Christian Formation will share in all the ordained privileges of ministry including preaching, teaching, pastoral care, and administrative responsibilities. The ministry of this Associate Rector will have a particular focus on the younger members of the Parish. In addition to working with the Rector to coordinate all formation opportunities for adults, this individual will also oversee and grow the ministry for all families at St. Mark's with the goal of reaching a broad and substantial number of families with children or youth and their friends. The person called to this position will develop and support a "pipeline of discipleship" by working with various other staff and lay leaders, focusing on four areas of responsibility. These include but are not necessarily limited to:

**1. Adult Christian Formation and Intergenerational Responsibilities:**

- Work with the Rector and other clergy, lay leaders, and staff to shape the direction and planning of the Adult Christian Formation and Intergenerational programming
- Develop and manage the budgets for Adult Christian Formation and Intergenerational events
- Provide opportunities for young adult parishioners to better engage in worship and ministry

**2. Youth Ministry Responsibilities:**

- Assist the Director of Youth Ministry (DYM) with the design, development and implementation of a comprehensive ministry for youth (grades 6-12) including a parent committee.
- Facilitate the annual youth Confirmation class, develop or acquire a Confirmation curriculum and ensure appropriate volunteer staffing
- Form relationships with and engage youth who are and who aren't currently active in the youth ministry program at St. Mark's

**3. Children's Ministry Responsibilities:**

- Assist the Director of Children's Ministry (DCM) with the design, development, and implementation of a comprehensive ministry for children (age birth-grade 5)
- Help recruit Sunday school teachers
- Assist with the development, organization, and utilization of a parent's committee for the children's ministry program to assess the efficacy of the program and improve the offerings and engagement for the children at St. Mark's

**4. St. Mark's Episcopal Day School (SMEDS) Responsibilities:**

- Serve as the primary point of contact for the Day School and meet as needed with the SMEDS Christian Education teacher
- Guide the DCM on how to serve the pre-primary and kindergarten students
- Guide the DCM and DYM on how to serve first- through sixth-grade students at SMEDS

*Basic Qualifications:*

- College and seminary graduate
- At least three years ordained ministry experience preferred
- Proficient with Microsoft Office Products including Word, Excel and Outlook
- Ability to communicate effectively and professionally, both orally and in writing
- Ability to organize, focus and multi-task
- Ability to work as part of a team
- Ability to keep accurate and detailed records

*General Expectations:*

- Attend weekly staff meetings
- Abide by all St. Mark's policies as outlined in the Employee Handbook
- Regularly engage in opportunities for personal, spiritual, and professional development
- Participate in continuing education experiences as needed and approved
- Participate in the life of the staff by attending staff retreats, special events (holiday parties, luncheons, etc.)
- Represent St. Mark's in a professional, positive, and friendly manner

Reports to: Rector

Annual Review: Rector

Full Time Position