

Calvary Episcopal Church (Richmond, TX) is seeking a part-time Coordinator of Christian Formation. This coordinator will be responsible for the development, organization and operation of Calvary's Sunday educational programs for youth and adults. This would include Sunday School offerings and Children's Chapel.

Depending upon the candidate's interest, this position could be expanded to include organization and oversight of the junior and senior high Youth Group.

Primary Duties:

- Recommend curriculum and materials appropriate by age group to the Rector
- Assist with special programming, such as the Advent pageant and Vacation Bible School
- Recruit and train church parishioners as teachers; maintain their teaching schedules; and serve as a resource as they prepare their class materials
- Prepare communications to the parish (church newsletter, Sunday bulletin, web site) to create awareness of Christian education program offerings
- Work with the Safeguarding Director to ensure Safe Church policies are followed
- Other duties as agreed upon by the Rector.

Compensation, hours and availability

This position will start at 24 hours a week, recognizing that a portion of those hours will be Sunday.

Qualifications

- Strong faith in God and a passion for working with children and youth
- Proven ability to help youth and children connect in meaningful ways through the church and to grow in discipleship
- Leadership experience in a church environment
- Team player, self-starter, well-organized, flexible
- Good written and verbal communication skills; Bachelors degree preferred

To apply: Send a resume to Amber Zentis, Senior Warden, at [azentis@ces-richmond.org](mailto:azentis@ces-richmond.org).  
Position open immediately