

DIRECTOR OF ADULT CHRISTIAN FORMATION

Job Description

Fall 2025

Job Title: Director of Adult Christian Formation

Department: Christian Formation

Reports to: Associate Rector, the Rev. Hope Tinsley Benko

Direct Reports: Director of The Abbey at St. David's

POSITION'S PURPOSE

Supports St. David's mission and vision by promoting discipleship and encourage wholistic engagement in the Christian life. Director collaborates with the clergy and program team to design and implement a comprehensive formation program which includes but is not limited to groups, classes, speakers, workshops, retreats, and spiritual direction opportunities. Programs are led by parishioners, clergy, other teachers, and the director.

DUTIES

Leads or participates in parish-wide initiatives related to education/spiritual formation
Develop, coordinate, and direct Special Projects and Committees Related to Education and Spiritual Formation in the Parish

- Participate in weekly Traction Program Team and monthly **Ministry Solutions Team** and **Ministry Solutions Team Calendar Planning** meetings, as well as monthly All Staff meetings. Attend other meetings as required.

Small Groups and Classes

In conversation with staff and parishioners, designs, implements and maintains a program of small groups for the parish. This will include Bible studies, theological study groups, fellowship groups and other opportunities for people to gather, study, and pray.

Recruit, train, and support leaders for all types of small groups.

Collaborate with communications department to inform and engage the community in formation activities.

Coordinate space use for these activities.

Sunday Morning Adult Formation Offerings

Engage and expand the existing 5-year plan for adult formation offerings.

Oversee Sunday formation offerings, including space use and leadership development.

Current offerings include:

- a. Crail C Lecture Series/Sunday morning Bible study
- b. Men's Bible Study
- c. Bethell Parent Group
- e. Meditation
- g. Reading the Bible ToGather

Scriptural Foundations Certificate Program

Recruit, hire, and supervise guest teachers.

Administer the Scriptural Foundations Certification Process.

Maintain and modify curriculum as needed.

Organize graduation ceremony during a Sunday service.

Build relationships with speakers throughout the academic and religious community in Austin, the Diocese of Texas and beyond.

Digital recording and distribution of offerings

Ensure, with A/V personnel, that the Crail C lecture series are recorded and linked on the website.

Work with the Director of The Abbey, www.theabbey.us, to continually renew and ensure St. David's adult formation offerings can be distributed and utilized as a resource for the wider church. Works with the A/V and Communications departments to implement ideas.

Workshops and Speakers

Organize workshops in developmental areas such as marriage enrichment, personal financial planning, parenting, end of life planning, and others that would benefit the community.

Eckhardt Mission Series

Plan and organize the two-day speaker series with the help of the rector and the Eckhardt Mission Series steering committee.

Retreats and Quiet Days

Ensure that retreats happen on a regular basis. Remain open to new and creative ideas for retreat formation. Examples in recent years include:

- Daughters of the King Quiet Day
- Men's Retreat (including those who identify as male)
- Women's Retreat (including those who identify as female)

Organize Quiet Days and other retreats seasonally and as needed.

Outside Workshops, Lectures, Classes, and Retreats

Offer expertise to the wider church through trainings on adult Christian formation, the spiritual journey, spiritual practices, vocation and discernment, and small group ministry.

Participate in diocesan Adult Formation community as appropriate.

ESSENTIAL JOB REQUIREMENTS:

EDUCATION – Bachelor's Degree in a related field; Extensive experience as a Director of adult or parish formation programs may compensate for degree in unrelated field.

EXPERIENCE:

- Minimum of five (5) years of experience in Adult Formation. Experience in an Episcopal Church preferred.
- Must be a practicing member of The Episcopal Church.
- Familiarity with different forms of spiritual practice.

Availability

This position requires regular offices hours during the week, and attendance on Sunday mornings, Wednesday evenings when programs are scheduled, and other times during the week as necessary. Limited work from home may be allowed on occasion with prior authorization from supervisor.

SKILL and ABILITIES:

- Ability to lead staff and volunteers on a variety of projects, tasks, etc.
- Ability to identify problems quickly and accurately and implement workable solutions
- Strong knowledge of Episcopal theology and spirituality.
- Ability to develop leaders and teachers effectively, teach and facilitate groups and classes.
- Ability to lead adult classes and discussions on a variety of topics.

LANGUAGE SKILLS – Proficient reading and writing in English required. Spanish language skills desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to communicate verbally both in person and by phone. Position may require sitting for long periods of time while working at a computer or talking on the phone. Specific vision abilities required by this job include close and color vision. Ability to stand or walk for prolonged periods of time. Ability to stoop, kneel, bend, reach overhead, climb stairs, and lift up to 50 lbs.

Background Check

Any offer for employment for this position is contingent upon the successful completion of a criminal background check and credit history check. Completion of additional training in Safeguarding God's People and other Diocesan-mandated training is also required for continued employment.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.