



Director of Children's Formation - September 18, 2025

Church of the Ascension is a vibrant and growing Anglican church of about 600 active worshippers in the Oakland neighborhood of Pittsburgh. As a community of many young families, children are a numerous and important part of our community. The care and formation of our children is a priority and strength. We value children as members of our community and long to see them formed as disciples of Jesus, rooted in Scripture, guided by ancient practices of the church, and empowered by the Holy Spirit.

The Director of Children's Formation will lead and grow a vibrant ministry for over 100 children, shaping their discipleship through Scripture, worship, and community while equipping volunteers and parents for long-term formation. This full-time pastoral role combines leadership, teaching, and relational care, fostering a welcoming environment for children and families within the parish and the wider community.

The Ideal Candidate:

- Is a disciple of Jesus who loves God, loves the church, and longs for more people to know Christ.
- Cares about children's formation in the Gospel and as members of the body of Christ.
- Enjoys children and people, can teach kids, and lead and equip others. Desires to be and can be a pastoral presence for children, families, and volunteers.
- Is self-motivated, works well independently, but also collaborates easily and generously, and enjoys problem-solving, organization, and long-range planning.
- Takes prayer seriously and has a heart for worship, including liturgical Anglican worship.
- Is affable, warm, creative, hospitable, and flexible. Is willing and able to connect with children and parents, welcome newcomers into the life of the church, and be the "face" of children's formation offerings at Ascension.
- Is able to wholeheartedly embrace our vision, values, and convictions, and participate in and contribute to the church community and staff team culture.
- Has appreciation for Anglican formation and/or an interest in learning more.
- Has strategic and tactical leadership abilities. Is able to receive feedback and adapt accordingly. Is able to listen to a variety of ideas and communicate a clear vision.
- Has a good understanding of child development, particularly in relation to spiritual formation, and has experience in a Christian education environment.
- Has experience managing volunteers and paid caregivers, coordinating their efforts, recruiting, training, and empowering them.
- Is willing to become proficient with Planning Center.

Position Details:

We envision the Director of Children's Formation having three primary areas of responsibility: leadership of our weekly children's formation offerings, equipping and shepherding families, and reaching out:

Leadership of Children's Formation

- Pray regularly for the children of Ascension and seek the Lord for His power and presence for ministry to them.
- Provide direction and support to our team of lay leaders in crafting a comprehensive and cohesive curriculum that attends to children's whole discipleship in the Gospel through their various stages of development.
- Our hope is for formational offerings to be "staff-supported" with the director working alongside a team of dedicated and empowered volunteers. To this end, the Director will:
 - Build and maintain a team of volunteers who understand and implement the vision.



- Communicate frequently and effectively with volunteers to facilitate their service.
- Plan and execute on training for all volunteers on a bi-annual basis, and ensure all new caregivers receive personal training.
- Maintain complete and accurate clearances and child abuse prevention trainings for all ministry volunteers and caregivers in line with diocesan safeguarding requirements.
- Supervise part-time staff, including a ministry assistant, and the nursery coordinator.
- Ensure that all personnel files are kept up to date, and employee protocols are observed.
- Create programming for children for all special events and parish gatherings within the church year, with particular attention related to liturgical seasons (e.g. VBS, Parish Retreat, Lent, etc.)
- Collaborate with staff and clergy for cohesive ministry alignment between programs.
- Share in efforts to maintain security within the education wing and take the lead on the safe intake and return of children to and from their parents.
- Maintain clear and accurate financial records and run the Children's Ministry budget.
- Maintain accurate records of child allergies, keep first aid kits stocked, and ensure that caregivers are aware of all health-related dangers.

Equipping and Shepherding Families

- Pursue relational opportunities with parents and engage pastorally with them in their efforts to raise their children as followers of Jesus.
- Interact pastorally with children in the parish in church and home settings, formally and not.
- Pursue and actively seek to integrate new church members and visitors.
- Look for opportunities to care for children and their families in times of trial or crisis, and coordinate with staff and clergy to provide pastoral care for families, parents, and children.
- With the clergy and staff, plan and implement education opportunities and strategies for families (e.g. courses, workshops, materials).
- Add his/her voice to leadership conversations that are adjacent to children's ministry, such as construction of playgrounds, activities for children after services, etc.

Reaching out

- Lead an annual day camp offering at Church of the Ascension in June for Ascension children and potentially also for children from outside the church
- Develop other opportunities for engagement with kids and families, in conjunction with other clergy and staff.
- Alongside staff and clergy, welcome newcomer families, establish relationships and pastoral presence with them, and facilitate their belonging in the larger community.

Other tasks and responsibilities as agreed with the Director's supervisor or Rector.

Role Specifics:

The Director of Children's Formation is a full-time exempt position. They will report to the Director of Ministry. Salary and benefits will be commensurate with experience and education, and four weeks of vacation are included. We anticipate this key role beginning in early 2026.

The Director will meet quarterly with the Rector to discuss strategic planning and any pastoral support or care that may be needed. There will be an annual job performance evaluation, along with yearly compensation adjustments based on the recommendation of the rector to the vestry. In addition to salary and benefits, the Director will have access to resources and time for relevant training and development, as well as an annual retreat.

Interested candidates are encouraged to apply [here](#).