

Episcopal Diocese of Atlanta

Director for Formation

Position Description

The ministry of the Director shall be performed by a deacon that functions within the oversight of the Archdeacon for Diaconal Formation. The Director models this ministry in service to the Bishop, the Diocese and the Community of Deacons. The Director may or may not have parish responsibilities in addition to the duties of this position. The Director will be paid an honorarium of a minimum of \$150 per class.

DUTIES

1. Maintain and update the curriculum for diaconal formation.
2. Prepare a budget for the formation process in collaboration with the Canon for Ministry Development.
3. Reserve sites/locations/rooms for classes
4. Coordinate all logistics for classes, including arrangements for meals, audio visual needs, etc. when necessary.
5. Serve as a liaison for course instructors and make necessary arrangements for them to teach classes. Director may provide course instruction if necessary.
6. Maintain a file of formation assignments/information for each postulant.
7. Coordinate formation functions and activities with seminaries and other dioceses, when appropriate.
8. Attend the Association for Episcopal Deacons (AED) Archdeacon and Deacon Directors Conference (A3D) annually.