



## Community of Saints Francis and Clare Director Position

St. Peter's Episcopal Church in Kerrville, Texas, will soon launch the Community of Saints Francis and Clare. Per the Archbishop of Canterbury's call to spend "a year in God's time," the CSFC will be an intentional community of young adults, ages 20 to 35, who will follow a rule of life grounded in prayer, study, and service. St. Peter's has dedicated the church-owned MacDonald Manor Apartment complex as the residence of the CSFC. We are now searching for its Founding Director!

Beginning late fall, the CSFC Founding Director will join the Rector and the CSFC Task Force to lead us into the next phase to welcome the first cohort in the fall of 2025. The Founding Director will be responsible for developing the ten-month program, which culminates in a pilgrimage to Assisi, Italy; publicizing the program to an international audience; managing the application process for cohort members; and planning for the sustainability and growth of the program. For those who feel called to apply for this position, please send your resume and a cover letter with your vision for this ministry to the Rector, The Rev. Bert O. Baetz, at [bert@stpeterskerrville.com](mailto:bert@stpeterskerrville.com).

**Qualifications of the Director:** preference will be given to those with seminary training and experience in ordained ministry. The Director may live in community with the CSFC cohort in his/her own dedicated two-bedroom apartment provided by the Community or may live nearby and receive a housing allowance.

### Duties – Start-up Phase

*Fall 2024*

- Finalize application process by drawing on ideas from the Community of Saint Anselm and the Community at the Crossing. Consult with the Advisory Committee about the process.
- Design web and other materials advertising the program and application process
- Promote the program and application process however deem useful
- Develop the Rule of Life for the cohort members so that there is a clear understanding of the expectations of living in the CSFC.
- Open the application process in November/December 2024
- Design a program that includes worship; space and time for communal and individual prayer; a rich and spiritually challenging study curriculum; purposeful service placements and opportunities for communal and individual downtime to refresh and renew
- Plan the daily/weekly/monthly proposed study calendar
- Plan the daily/weekly/monthly proposed prayer calendar

- Arrange for and pay speakers from budget
- Arrange for and pay for retreats from budget

### *Spring 2025*

- Close applications in January 2025
- Put together a committee to review applications (Feb interviews, Mar invitations/discernment, Apr finalize cohort)
- Finalize proposed study and prayer calendar (perhaps design this for the fall of 2025—use cohort input to design spring/summer 2026)
- Finalize proposed speaker/retreat calendar

### *Summer 2025*

- Order materials
- Coordinate furnishing/stocking of kitchens of apartments where cohorts will live (with committee from the parish)
- Organize houseparent program with the parish - each month different parish members will be on call to help with anything coordinator or cohort members need
- Coordinate with various nonprofits for possible service placement positions

### *Program Year (Sept 1, 2025 - June 30, 2026)*

- Write the job description for a part-time administrative assistant and submit the job description to the Rector and the Vestry for approval
- Search for the part-time administrative assistant, once the job has been approved
- Coordinate and lead prayer, study and service component of the CSFC
- Coordinate (plan and purchase or implement a program to plan and purchase) materials necessary for daily living—food, laundry, transportation
- Exemplify hospitality by creating opportunities for neighbors and parishioners to interact, serve alongside, and partake in meals with participants in the Community of Saints Francis and Clare
- Enable Community of Saints Francis and Clare members to develop a Missional Way of Living in which they develop a skillset to see and appreciate where God is working in the world
- Liaise with the Rector, church staff, Advisory committee and house parents to take care of any issues which arise
- Repeat recruitment procedures for second CSFC cohort (work with a committee on this)
- Plan and lead cohort pilgrimage to Assisi, Italy
- Work with Advisory Committee on devising and implementing an instrument to evaluate programs and lived experiences of the first CSFC cohort—use data to recommend and implement changes for the second CSFC cohort which will begin Sept 1, 2026

### **Duties – Ongoing**

- Oversee the overall program from the application process through the end of the program for the cohort which culminates in a pilgrimage to Assisi, Italy
- Use budgeted funds to pay for materials, activities, food, transportation, monthly participant stipends and anything else needed for the CSFC
- Maintain financial records for all CSFC activities—generate monthly reports to the St Peter's Financial Controller and the Vestry
- Make monthly activity reports to the Rector and/or CSFC Advisory Committee – include both successes and challenges
- Work with the Rector and Advisory Committee to modify the program, as needed
- Work with funders to ensure sufficient funding for current and future cohorts (liaise with the Rector and the Vestry on this)
- Other duties which will come up for the successful coordination of the CSFC which we do not as of yet anticipate

### **Compensation:**

- Financial compensation per Episcopal Diocese of West Texas guidelines
- Two-bedroom apartment, all bills paid or housing allowance per Episcopal Diocese of West Texas guidelines
- Vacation of four weeks per year
- Annual leave of two weeks for continuing education
- At least one full day off per week, but preferably two days
- Holidays per St Peter's Employee Handbook

**Application Deadline:** November 1, 2024