



SAINT STEPHEN'S EPISCOPAL CHURCH

Parish Life Coordinator

Effective Date	
Reports to	Associate Rector for Formation and Worship
Directly Supervises:	
Status	Full-Time
Times	Sunday – Thursday with periodic evening work
FLSA	Exempt

Summary: The Parish Life Coordinator works to help the Saint Stephen's community gather and connect through fellowship, special events, and outreach projects. The Parish Life Coordinator serves as a member of the Program Staff team.

Essential Functions

Fellowship Ministries

- Serve as the staff liaison for all Saint Stephen's fellowship groups. Currently those groups include Young Adults, Middlers, Boomers, and LGBTQ+ fellowship. Work with the leaders of each group to plan events and offerings for members of each group.
- Serve as the staff liaison for the Episcopal Church Women (ECW) and work with the ECW to create periodic offerings for the women of Saint Stephen's.
- Champion and connect parishioners to appropriate fellowship offerings.
- Design, rebrand, and launch a foyer/supper club program.

Outreach

- Attend bimonthly outreach committee meetings.
- Communicate to the staff the multitude of our outreach programs.
- Empower parishioners and volunteers to successfully organize and orchestrate outreach opportunities.
- Connect parishioners to new outreach opportunities and help them serve in meaningful ways.

Special Events

- Organize and facilitate registration for Saint Stephen's retreats including the annual Parish Retreat, Women's Retreat, and Men's Retreat.
- Work with the funeral guild to provide hospitality when families desire a reception at a Saint Stephen's funeral.
- Coordinate receptions for special occasions, celebrations of ministry, and other events.



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Hospitality

- Organize hospitality and fellowship on Sunday mornings during coffee hour. Empower parishioners to help.
- Recruit teams to support receptions and special events and take the lead organizing the staff.
- Design a plan and recruit volunteers to relaunch a Simple Soup Supper following the 5pm Celtic Service.

Other Responsibilities

- Attend Saint Stephen's weekly staff meetings and program team meetings.
- Attend periodic staff retreats and monthly staff Eucharists.
- Capture important moments at different fellowship, outreach, and parish gatherings and share the photos with the staff and communications team.
- Connect parishioners to appropriate ministries through church software.
- Other duties as assigned.

Core Competencies

- Attention to detail – Able to follow detailed procedures and ensure accuracy, especially in keeping parish membership records. Well organized and systematic.
- Commitment to task –takes responsibility for growth of parish & individuals finding ministries.
- Communication – Can clearly present information both spoken and written. A good listener.
- Influence and persuasion – ability to convince others, adapting presentations to the particular audience and responding successfully to objections.
- Supervision – able to delegate tasks to others and oversee their work.

Minimum Qualifications

- Bachelor's degree.
- Must be adept in use of MS Office Suite, particularly Excel, Outlook, and Word; familiarity with Constant Contact; and competency with internet and email.
- Ability to learn new computer programs adopted by Saint Stephen's such as Realm, Asana, and Zoom.
- Effective written communications skills.
- Excellent interpersonal skills.

Physical Requirements

- The position requires long hours sitting and using office equipment and computers.
- The position also requires long periods standing and moving and moving around.
- The position includes periodically lifting and moving supplies and materials up to 20 lbs.