

COORDINATOR FOR SHARED MINISTRY

Job Description

Trinity Episcopal Church, 1500 State Street, Santa Barbara, CA 93110

Trinity Episcopal Church is a vibrant congregation of over 700 members with nearly 100 children and youth. We are a congregation committed to the gospel values of hospitality, inclusion, and diversity. Shared Ministry is vital to mission and ministry at Trinity with nearly 250 members active in a wide range of ministries and programs. The Coordinator of Shared Ministry oversees the development and support of lay ministry at Trinity. In addition, the job involves oversight of all aspects of the newcomer process from evangelism and outreach efforts through follow-up and incorporation into ministry. The Coordinator of Shared Ministry also works with the Rector, Associate Rector, lay leadership and staff to develop, plan and implement on-going projects and programs as they emerge in the life of the church.

Areas of Responsibility include but are not limited to:

- Encourage an awareness of and commitment to shared ministry at a parish wide level.
- Train and support the Parish Council Chairs in recruiting, training and supporting parishioners for lay ministry positions including new leadership. Provide supervision and evaluation at all levels of ministry.
- Support and affirm members in their ministries in the church, workplace, and community. Be available to meet with ANY parishioner to help identify how they can be involved in shared ministry through a council or in their life. Help people discern and live out their call, both within the faith community and in the larger world.
- Help support the formation of new ministries as they emerge as well as encourage revitalization of ministries that might struggle for one reason or another.
- Provide oversight of the Welcome and Inclusion Team at Trinity. Recruit and support the Chair and Co-Chair of the Welcome Team and the members of the Steering Committee. Work with the Chair and Co-Chair to plan and schedule quarterly Steering Committee meetings to oversee the welcome and inclusion process.
- Assist the Chair and Co-Chair in recruitment and training meetings for the Welcome Team to keep them inspired and motivated.
- Help plan and execute Newcomer Events including the new member class, "Meeting Church Again".
- Work with the Rector, Associate Rector, lay leadership and staff to develop, plan and implement on-going projects and programs as they emerge in the life of the church.

Qualifications:

- Commitment to the mission and ministry of Trinity and to the core value of shared ministry
- Ability and experience in team building and group process
- Ability and skill in mentoring and empowering others
- Good organizational and project management skills
- Excellent people skills
- Experience in leadership development, and in building and supporting lay ministry
- Good problem solving skills
- Incorporates spiritual practices and formation in work with individuals and groups
- Demonstrates a commitment to one's own on-going growth as a Christian
- Possess a solid understanding of the foundations of the Christian faith and the Episcopal tradition and feels called to nurture others in the Christian Faith.

Please Note: The candidate does not necessarily need to be an Episcopalian but must be a person of faith who loves the church and supports the basic idea that we are all gifted by God and premise that when we use our abilities and talents in the service of bringing God's dream of love and justice into reality, they become a source of great joy, growth and fulfillment.

The position requires 20 hours a week with some flexibility in hours available for work, including some evenings and weekends. The salary range is \$20,000 - \$22,000 with full medical benefits including dental and vision, as well as participation in the Church Pension fund.

To apply: A completed application will include: 1) a cover letter outlining your qualifications and the reasons for your interest in this position, 2) a resume, and 3) names and contact information for at least two references. Applications are being accepted through April 30, 2014.

Please send as a word document or PDF to: Georgia Noble, gnoble@trinitysb.org. Phone: (805) 965-7419 Website: www.trinitysb.org