

St. Peter's Church
P. O. Box 464
Lewes, Delaware 19958
302-645-8479

Job Description: **Parish Life Director**

Describe the basic function or purpose of the position

Reporting to the Rector, the Parish Life Director position oversees St. Peter's programmatic and communication functions which helps to foster St. Peter's welcoming and inclusive community. The position connects with many different audiences of St. Peter's including the media, volunteers, parishioners, community organization leaders, and residents and visitors to Lewes. The position requires the ability to plan and manage projects, multi-task, communicate effectively, respond with urgency, think creatively, and provide pastoral response.

Reports to: Parish Rector

FLSA full-time, exempt position

Summary of Position or Responsibilities of the Parish Life Coordinator

- Manage the communication functions of St. Peter's to include: website, advertising, publicity, newsletter, email communications, mailings, event programs, signage, sacramental and alternative liturgy worship bulletins. This includes recruiting volunteers to assist in providing content (such as in the newsletter) and coordinating the project management of newsletter development, production and distribution.
- Encourage St. Peter's community to engage in St. Peter's events and activities beyond worship with a particular emphasis in community-building initiatives for children, youth and their families; strengthen community by tracking and communicating those on the prayer list and those who serve in the military and those in college, university or other post-secondary education.
- Lead initiatives to welcome newcomers, connect them to existing parishioners and help them find ways to engage with the St. Peter's community
- Serve as the staff liaison for volunteer committees and their events related to non-worship initiatives to include: publicity, volunteer scheduling and project coordination
- Develop, coordinate new events and activities to complement and enhance existing St. Peter's programs to further the overall mission of the church; this includes rental coordination, scheduling and training of volunteers, and reporting on parish goals and objectives and results to the Rector
- Oversee Safe Church requirements for staff and volunteers, coordinate appropriate background checks, and maintain records for the Parish;
- Oversee office duties of the Parish Office and recruit, train supervise and maintain a corps of reception volunteers to assist those duties such as: answer phones, greet visitors, filing, copying, floral dedications with billing, manage post office box, prepare certificates for baptism, confirmations, marriages, etc.
- Maintain a current list of volunteers for each ministry and group (Lay Eucharistic Ministers, Lay Eucharistic Visitors, Acolytes, Ushers, Lectors, Altar Guild, etc.), maintain schedules and calendars, and communicate to encourage engagement and follow-through of their commitments to serve.
- Attend Vestry meetings and prepare update on parish life activities
- Embrace continuous improvement by seeking ways to improve efficiency and effectiveness and pursue continuing education as deemed appropriate.
- Other projects and duties as assigned by the Parish Rector.

Describe the type and level of education and experience needed to perform the duties of the position

- Minimum bachelor's degree or comparable years of communication and office management experience
- High proficiency in the use of Microsoft Office Suite, Google, Adobe and database systems
- Proven success in recruiting and engaging volunteers in a mission-driven organization

Special Knowledge and Skills Required

- The ability to think in terms of protocols and systems, as well as the ability to facilitate meetings, provide training and training materials, and be prepared to fill in as necessary.
- Expresses self clearly and proficiently in both written and verbal form, and includes facility to relate to those over the phone or in person
- Ability to communicate with people at all levels;
- Strong sense of accountability to meet objectives and help volunteers own their accountabilities
- Detail oriented, able to multi-task and prioritize workloads in a community where the unexpected can happen at any moment;
- Demonstrate flexibility in the work environment;
- Ability to work collaboratively as a team with clergy, professional staff and church members;
- Able to meet deadlines and manage projects independently with minimal supervision;
- Ability to maintain a high level of confidentiality; and,
- Familiarity with the Episcopal Church.