



**Our Mission: An Episcopal Church with a servant's heart living by word and example**

**Our Vision: A Christ-centered community inviting those seeking loving acceptance, spiritual growth, and sacred beauty**

**We value: All people+ Worship and Music+ Learning and Growth+ Serving others+Stewardship+**

**St. Mary's Episcopal Church  
Ministry Description: Evangelism Missioner**

**Job Title: Evangelism Ministry Leader**

**Division: Administration**

**Supervisor's Title: Rector**

**Current as of June 24, 2014**

**FLSA Status (assigned by Human Resources): Non-exempt.**

A part-time position of twenty hour per week

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## **GENERAL SUMMARY**

The Evangelism Ministry Leader is responsible for developing and overseeing the implementation of a plan that encourages parishioners to invite friends without a church home to St. Mary's, a procedure for welcoming and following up with guests, and assists those choosing to be members into full integration of the life of the parish.

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## **PRIMARY ACCOUNTABILITIES**

### **Responsibilities**

**100% of time**

1. Attend weekly staff meeting (Tuesday mornings); monthly Ministry Council meeting (first Monday evening of the month); Sunday worship
2. Develop a plan for encouraging parishioners to invite and bring friends to St. Mary's
3. Develop a plan for welcoming guests to our parish
4. Develop a system for tracking guests to St. Mary's (including worship, Sunday School, parish events, Vacation Bible School, etc.); this includes creating a platform that enables other ministries to follow up with guests
5. Develop a plan for transitioning guests into membership; this includes facilitating the building of relationships between prospective new members and current members and ministries.
6. Develop a plan for integrating members fully into parish life
7. Identify and recruit volunteers to implement the above plans
8. Train, encourage, and oversee the ministry of the volunteers who will do the actual "hands on" ministry
9. Holds current members, lay ministry leaders, and clergy accountable for making connections in a timely and effective manner.

## **SPECIAL REQUIREMENTS AND PROFICIENCY LEVELS**

### **Minimum Job Qualifications**

Excellent administration and leadership skills; passion for evangelism and ability to cast a vision for evangelism in an engaging manner; excellent communication skills as well as proficiency in social media resources; confirmed Episcopalian (or willing to be received/confirmed in the Episcopal tradition); ability to work collaboratively with others

### **Education**

Minimum Education Required: High School; College degree preferred

### **Experience**

Minimum years in field previous to employment: On an individual basis

### **Required skills (Microsoft Office Suite required)**

ACS (can be trained)

Effective communication skills, both written and verbal.

If not already familiar, become fluent in EDOT Newcomer Ministry Process

Working knowledge of Facebook, Twitter, Instagram, Tumbler, etc., and a willingness to learn additional skills as pertains to using social media for an organization

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## **NATURE AND SCOPE**

### Major Challenges:

This is a new staff position. We have implemented bits and pieces of the above described ministry with volunteers but with minimal measurable positive outcome. This staff person will be charged with creating a vision and system for evangelism which will result in parish growth and that will be implemented by parish volunteers. He/she will hold the parish accountable in our desire to be inviting, welcoming, and to integrate folks new to the parish.

## **DIMENSIONS**

Does this position have supervisory responsibilities? Yes, of lay volunteers

Direct Reports: Rector

Indirect Reports: Vestry and Ministry Council

The above statements are intended to describe the essential responsibilities being performed by the person assigned to this job. They are not intended to be an exhaustive list of the responsibilities assigned to this position. Revised and approved 6.24.14 by the Rev. Beth Fain+, Rector

Contact:

The Rev. Beth Fain

St. Mary's Episcopal Church, 15415 N. Eldridge Parkway, Cypress, Texas, 77429  
281.370.8000

[revdbeth@stmaryscypress.org](mailto:revdbeth@stmaryscypress.org)

stmaryscypress.org