

# St. Catherine of Sienna Episcopal Church

## Ministry Coordinator

### Position Summary

The ministry coordinator is the communication liaison between all of the ministries of the parish, providing direction and administrative leadership to the ministry teams, and overseeing the internal and external communication of the church, both print and digital.

Serves as a representative of St. Catherine of Sienna Episcopal Church, displaying courtesy, professionalism and ethical conduct relating to members of the church community and outside constituents.

**Education Required:** Associates Degree

**Education Preferred:** Bachelor's Degree

**Experience required:** 3 years' experience in ministry or business coordination or equivalent work experience

**Skills Required:** Proficient in Word, Excel, Outlook and PowerPoint

Able to maintain confidentiality

A self-starter, who demonstrates initiative and is able to meet deadlines

Excellent written and oral communication skills.

Excellent organizational skills, accurate, detail oriented, able to multi-task

Ability to motivate and work with groups

Ability to problem solve and work through problems and personality differences

**Hours** Approximately 20 hours per week. Monday and Wednesday morning required. Other hours are flexible. May work from home as needed. Occasionally required to attend a monthly vestry committee. Hourly compensation will apply.

**Compensation** \$20 per hour

**Reports To:** Pastor

## **Job Duties**

### Ministry Team Leader

- Acts as the resource and primary contact for ministry leaders
- Coordinates the ministry efforts of the parish in cooperation with ministry teams and other staff, to facilitate effective, purposeful outcomes.
- Works with team leaders to accomplish goals and strengthen the effectiveness of each ministry in alignment with the mission of the church, empowering them to be effective
- Instructs leaders in ministry management, including team management and team accountability
- Provides direction and support, including offering input, suggesting resources, and providing reminders where needed.
- Assists in soliciting and assimilating new volunteers.
- Develops standard procedures for parish ministries, including communication processes between the leaders and members of their team, and among team leaders
- Problem solves issues/concerns as needed. Establishes a grievance procedure to investigate, address and report problems when they arise within parish ministries.

### Public Relations

- In conjunction with graphic designer, coordinates parish digital and print communication, including the web page and the Horizon weekly newsletter.
- Ensures timely and accurate information is disseminated, communicating both internally with parish members as well as externally to the Sienna/Fort Bend community

### Communication

- Improves the communication workflow, establishing processes and procedures. The initial focus will be **timely communication** as follows:
  - Receive information from team leaders
  - Communicate information to the people who need it
  - Communicate to the congregation
- Maintain consistent communication with ministry leaders to support their efforts and remind them that they are supported

### Plant Calendar and Events

- Controls and monitors building use schedule
- Oversees the liturgy and event calendar to ensure that coordinators are planning properly for major liturgical events, and that there is adequate planning for major activities/events such as the Seder Supper.

## **References**

3 professional and one personal reference required