

St. Patrick's Episcopal Church
Washington, DC

Community Life Coordinator

St. Patrick's is a welcoming community with a spirit of love and respect for all of God's creation. We are looking to fill the role of Community Life Coordinator to better live out our mission imperatives of hospitality, community building, and outreach ministry. The Community Life Coordinator will serve as the focal point, providing support and operational oversight for member incorporation and engagement.

Reporting to the Rector and working closely with the Parish Administrator, this part time position (approx. 15 hours per week) is responsible for developing and coordinating systems and processes to create a link between parishioners and parish ministries.

The Community Life Coordinator shall ensure that each person is encouraged (invited) to share their own gifts and interests, participate as fully as they desire, and is invited to be part of a small group, ministry, or activity.

The Community Life Coordinator will be the primary contact for potential new members and will help manage information and communication with new members.

Key Responsibilities include:

1. Facilitate introductions and find ways for newcomers and all members to connect to the church and to one another, with the goal of ensuring that every member is known by someone on the staff and the vestry and feels a part of the life of the parish.
2. Serve as staff liaison to the Fellowship Team to create a spectrum of year-round opportunities for people to get to know one another in gatherings small and large – e.g., pot-luck suppers, dinner groups, book clubs, Bible studies, such as the annual St. Patrick's Feast Day, games nights, Kick-Off Sunday, Service Saturdays, Friendship Feasts, etc.
3. Serve as staff liaison to the Newcomer Team, and work with clergy, staff and others to ensure effective pathway from initial contact/visit to active membership; e.g., process visitor cards, schedule newcomer parties/classes, etc.
4. Coordinate with clergy, staff, and ministry/committee leaders to maintain current knowledge of opportunities and needs for engagement (e.g., flower guild, altar guild, readers, servers, SOME drivers, greeters, etc.).
5. Develop and oversee effective processes to manage information and communication for community life events.
6. Serve as the primary staff contact and connector for newcomers and members who have questions about membership, service opportunities, or any of the various ministries of the church. Gather information about parishioners' gifts and interests and invite them to connect with small groups or activities that might be of interest.
7. Ensure that visitor and member data is accurately recorded and updated in the parish database.
8. Other duties as assigned.

In order to carry out these duties, the Community Life Coordinator attends the weekly staff meeting, creates announcements/articles for the newsletter, and engages with parishioners and newcomers on Sunday mornings.

Mission Statement:

St. Patrick's mission is to proclaim that all people are created in God's image, redeemed through God's son Jesus Christ, and sanctified in the Holy Spirit. We are an inclusive community, committed to service based on deep gratitude for God's blessings. We feel especially called to serve children, a commitment expressed through our parish school and programs.

Submit resumes and references to the Rev. Dr. Kurt Gerhard at kurt@stpatrickschurchdc.org by July 15, 2017. Expected start date is mid-August. Compensation and employment schedule is negotiable.

June 21, 2017